



City of San Diego  
Civil Service Commission

**AGENDA**

Tammy Lin, President  
Nicolaz Portillo, Vice-President  
Sunday Gover, Commissioner  
Will Moore, Commissioner  
Aaron Olsen, Commissioner

Thursday, June 1, 2023, at 1:00 p.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

This information will be made available in alternative formats upon request, as required by the Americans with Disabilities Act (ADA), by contacting Robin Recendez at 619-236-6400 or [RobinR@sanidiego.gov](mailto:RobinR@sanidiego.gov). Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting Robin Recendez at 619-236-6400 or [RobinR@sanidiego.gov](mailto:RobinR@sanidiego.gov). Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services, or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. The Civil Service Commission is committed to resolving accessibility requests swiftly in order to maximize accessibility.

---

**ITEMS FOR ACTION**

---

**INTRODUCTION**

**ACTION TAKEN/PENDING**

1. Roll Call.

**NON-AGENDA PUBLIC COMMENT**

This portion of the agenda provides an opportunity for members of the public to address the Commission on items of interest within the jurisdiction of the Commission. (Comments relating to items on today's docket are to be taken at the time the item is heard.)

Time allotted to each speaker is determined by the Chair. Comments are limited to no more than five (5) minutes **total per subject** regardless of the number of those wishing to speak. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Commission on any issue brought forth under "Non-Agenda Public Comment."

**CONSENT AGENDA (Items 2 through 12 can be approved with one motion.)**

2. Approval of the minutes for the regular business meeting and closed session meeting of May 4, 2023.
3. Approval of Exceptional Merit Increase for Magdaleno Correa, Grounds Maintenance Worker II.
4. Approval of Exceptional Merit Increase for Tina M. Duquette, Parking Enforcement Supervisor.
5. Approval of Exceptional Merit Increase for Jonathan Garibay, Therapeutic Recreation Leader.
6. Approval of Exceptional Merit Increase for Eric A. Grube, Therapeutic Recreation Leader.
7. Approval of Exceptional Merit Increases for select Grounds Maintenance Worker I and Grounds Maintenance Worker II employees in the Parks and Recreation Department.
8. Approval of Exceptional Merit Increase for Clarence E. Hill Jr., Therapeutic Recreation Leader.
9. Approval of Exceptional Merit Increase for Juan C. Jimenez, Development Project Manager II.
10. Approval of Exceptional Merit Increase for Paola Ochoa, Therapeutic Recreation Leader.
11. Monica R. Langston, Administrative Aide II, Stormwater Department, for a one-year special leave without pay ending May 12, 2024, with their name to be placed on the eligible lists for Administrative Aide II and Administrative Aide I.  
Hire Date: March 2, 2013  
Reason: Family care.  
Department Recommendation: Approval.

12. Diana Penaloza, Dispatcher II, Police Department, for a one-year special leave without pay ending May 7, 2024, with their name to be placed on the eligible list for Dispatcher II.  
Hire Date: October 12, 2015  
Reason: Medical.  
Department Recommendation: Approval.

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

13. Hanadi A. Arjan, Customer Services Representative, Public Utilities Department, for a ten-month (first extension) special leave without pay ending March 15, 2024, with their job to be saved.  
Hire Date: May 27, 2014  
Reason: Childcare.  
Department Recommendation: Approval.
14. Casey R. Cole, Police Officer I, Police Department, for a four-month (first extension) special leave without pay ending September 1, 2023, with their name to be placed on the eligible list for Police Officer I.  
Hire Date: April 22, 2021  
Reason: Outside employment.  
Department Recommendation: Approval.
15. Tony Dao, Laboratory Technician, Police Department, for a one-year (second extension) special leave without pay ending January 10, 2024, with their name to be placed on the eligible list for Laboratory Technician.  
Hire Date: November 18, 2013  
Reason: Family care.  
Department Recommendation: Approval.
16. Julio C. Gonzalez, Water Systems Technician III, Public Utilities Department, for a one-year (seventh extension) special leave without pay ending March 3, 2024, with their name to be placed on the eligible lists for Water Systems Technician III, Water systems Technician II, Utility Worker II, Building Service Technician, and Grounds Maintenance Worker I.  
Hire Date: June 25, 1998  
Reason: Maintain employment eligibility.  
Department Recommendation: Denial.

**POLICY ITEMS – DISCUSSION**

17. Personnel Department Action Plan.
18. Request from the Personnel Director to use City employees as raters for the Fire Battalion Chief examination.
19. Request from the Personnel Director to merge the current Junior Planner (T10848), Assistant Planner (T10849), and Associate Planner (T10953) eligible lists with the new Junior Planner (T11733), Assistant Planner (T11734), and Associate Planner (T11735) eligible lists.
20. Request from the Personnel Director to merge the current Senior Public Information Officer (T11462) eligible list with the new Senior Public Information Officer (T11743) eligible list.
21. Request from the Compliance Department to exempt a Program Coordinator position from the Classified Service.
22. Request from the Economic Development Department to exempt a Program Coordinator position from the Classified Service.
23. Request from the Engineering and Capital Projects Department to exempt a Program Manager position from the Classified Service.
24. Requests from the Environmental Services Department to exempt an Assistant Deputy Director position and a Program Manager position from the Classified Service.
25. Request from the General Services Department to exempt an Assistant Department Director position from the Classified Service.
26. Requests from the Human Resources Department to exempt three Program Manager positions and seven Program Coordinator positions from the Classified Service.
27. Requests from the Department of Information Technology to exempt an Assistant Deputy Director position and a Program Coordinator position from the Classified Service.



28. Requests from the Parks and Recreation Department to exempt a Deputy Director position and a Program Manager position from the Classified Service.
29. Request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service.
30. Request from the Personnel Department to exempt a Program Coordinator position from the Classified Service.
31. Request from the Police Department to exempt an Assistant Police Chief position from the Classified Service.
32. Requests from the Public Utilities Department to exempt two Program Manager positions and six Program Coordinator positions from the Classified Service.
33. Requests from the Department of Real Estate and Airport Management to exempt three Program Coordinator positions from the Classified Service.
34. Request from the Sustainability and Mobility Department to exempt a Program Manager position from the Classified Service.
35. Requests from the Transportation Department to exempt an Assistant Deputy Director position, a Program Manager position, and two Program Coordinator positions from the Classified Service.
36. Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum).
37. Proposed Salary Review Process for Fiscal Year 2025.
38. 2022 Equal Employment Opportunity Annual Report.
39. Jonathan I. Tufele, appealing their medical disqualification for the position of Grounds Maintenance Worker I.

**LEAVES OF ABSENCE WITHOUT PAY – TOTAL**

Total Leave Requests	06	Family/Childcare/Maternity	03
Leave requests with job saved	01	Education/Training	00
Leave requests with name on list	05	Medical	01
Unclassified	00	Relocation	00
		Outside Employment	01
		Unclassified	00
		Other	01

---

---

**ITEMS FOR INFORMATION**

---

---

**NEW BUSINESS**

I:\CSC\AGENDA\2023\6. June 1, 2023 – Agenda.doc

**CITY OF SAN DIEGO  
MINUTES OF THE MEETING OF THE  
CIVIL SERVICE COMMISSION**

Thursday, May 4, 2023, at 1:00 p.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Tammy Lin at 1:03 p.m. Also present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, Commissioner Aaron Olsen and Commissioner Will Moore.
  
- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamen Aban, and Program Coordinator Brandon Virgen. Serving as legal advisor to the Commission was Deputy City Attorney Jose Garcia Jr..



City of San Diego  
Civil Service Commission

**MINUTES**

Tammy Lin, President  
Nicolaz Portillo, Vice-President  
Sunday Gover, Commissioner  
Aaron Olsen, Commissioner  
Will Moore, Commissioner

Thursday, May 4, 2023, at 1:00 p.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

This agenda and the supplemental information for each agenda item, if any, can be made available in alternative formats to assist persons with disabilities. Special assistance at the meeting is also available. To request such assistance, please call the Personnel Department Services Supervisor at 619-236-6402. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests.

**ITEMS FOR ACTION**

**INTRODUCTION**

1. Roll Call.

**ACTION TAKEN/PENDING**

Present were President Lin, Vice-President Portillo, Commissioner Gover, Commissioner Olsen, and Commissioner Moore.

**NON-AGENDA PUBLIC COMMENT**

This portion of the agenda provides an opportunity for members of the public to address the Commission on items of interest within the jurisdiction of the Commission. (Comments relating to items on today's docket are to be taken at the time the item is heard.)

Time allotted to each speaker is determined by the Chair. Comments are limited to no more than five (5) minutes **total per subject** regardless of the number of those wishing to speak. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Commission on any issue brought forth under "Non-Agenda Public Comment."

**CONSENT AGENDA** (Items 2 through 6 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of April 7, 2023.  
  
Commissioner Olsen made a motion to approve items 2 through 6. Commissioner Moore seconded the motion.  
Approved 5-0.
3. Approval of Exceptional Merit Increase for Ashley S. Wallace, Payroll Specialist I.
4. Olutoyin A. Adedapo, Senior Wastewater Plant Operator, Public Utilities Department, for a four-month special leave without pay ending September 1, 2023, with their job to be saved.  
Hire Date: February 8, 2021  
Reason: Volunteer work abroad.  
Department Recommendation: Approval.
5. Harold D. Leggate, Senior Building Services Supervisor, General Services Department, for a leave of absence from the Classified service effective March 6, 2023, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.
6. Barbara S. Jacala, Associate Engineer – Civil, Stormwater Department, for a leave of absence from the Classified Service effective April 13, 2023, while temporarily filling an unclassified position with their job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

**LEAVES OF ABSENCE WITHOUT PAY - DISCUSSION**

7. Marcus L. Dean, Laborer, Public Utilities Department, for a nine-month (first extension) special leave without pay ending September 1, 2023, with their name to be placed on the eligible list for Laborer.  
Hire Date: December 3, 2007  
Reason: Family care.  
Department Recommendation: Approval.  
  
Commissioner Moore made a motion to approve the request. Vice-President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Carissa Rosemore.

- |   |   |
|---|---|
| 8. Sydney M. Engle, Police Officer II, Police Department, for a one-month (first extension) special leave without pay ending April 2, 2023, with their name to be placed on the eligible list for Police Officer II.<br>Hire Date: June 6, 2019<br>Reason: Maintain employment eligibility.<br>Department Recommendation: Approval.           | Commissioner Moore made a motion to approve the request.<br>Commissioner Gover seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Carissa Rosemore.      |
| 9. Micah J. Vanesler, Police Officer II, Police Department, for a one-year (first extension) special leave without pay ending January 1, 2024, with their name to be placed on the eligible list for Police Officer II.<br>Hire Date: October 19, 2007<br>Reason: Family care and outside employment.<br>Department Recommendation: Approval. | Commissioner Moore made a motion to approve the request.<br>Vice-President Portillo seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Carissa Rosemore. |

**POLICY ITEMS - DISCUSSION**

- |  |  |
|--|--|
| 10. Request from the Personnel Director to use City employees as raters for the Fire Captain examination.  | Commissioner Olsen made a motion to approve the request.<br>Commissioner Gover seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Michael Diep.       |
| 11. Request from the Personnel Director to merge the current Assistant Golf Course Superintendent (T11597) eligible list with the new Assistant Golf Course Superintendent (T11722) eligible list. | Vice-President Portillo made a motion to approve the request.<br>Commissioner Gover seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Maritza Duque. |
| 12. Request from the Personnel Director to merge the current Grounds Maintenance Worker II (T11457) eligible list with the new Grounds Maintenance Worker II (T11721) eligible list.               | Commissioner Gover made a motion to approve the request.<br>Commissioner Moore seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Maritza Duque.      |
| 13. Request from the Personnel Director to merge the current Information Systems Analyst III (T11083) eligible list with the new Information Systems Analyst III (T11728) eligible list.           | Vice-President Portillo made a motion to approve the request.<br>Commissioner Gover seconded the motion.<br>Approved 5-0.<br>Speaking for staff was Maritza Duque. |

14. Request from the Personnel Director to merge the current Principal Engineering Aide (T10619) eligible list with the new Principal Engineering Aide (T11718) eligible list.

Commissioner Moore made a motion to approve the request.  
Vice-President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Maritza Duque.
15. Request from the Personnel Director to merge the current Project Assistant (T10496) eligible list with the new Project Assistant (T11652) eligible list.

Commissioner Moore made a motion to approve the request.  
Commissioner Olsen seconded the motion.  
Approved 5-0.  
Speaking for staff was Maritza Duque.
16. Staff recommendations on overtime eligibility for new classifications.

Commissioner Olsen made a motion to approve the request.  
Commissioner Gover seconded the motion.  
Approved 5-0.  
Speaking for staff was Rachel McDonald-Hernandez.
17. Revision to Personnel Manual Index Code F-1, Appointing Authority Interviews and Selections.

Commissioner Moore made a motion to approve the request.  
Commissioner Olsen seconded the motion.  
Approved 5-0.  
Speaking for staff was Eva Sanchez.
18. Revision to Civil Service Rule XVII (Review of Contracts for Services).

Commissioner Gover made a motion to approve the request.  
Vice-President Portillo seconded the motion.  
Approved 5-0.  
Speaking for staff was Douglas Edwards.
19. Kellin R. Boggeln, appealing their medical disqualification for the position of Laborer.

Commissioner Moore made a motion to approve the appeal.  
Commissioner Gover seconded the motion.  
Approved 5-0.  
Speaking for staff was Dylan Cooper.  
Speaking was Kellin R. Boggeln.  
Speaking was Daniel Boggeln.

- |     |   |   |
|-----|---|---|
| 20. | Jenna M. O'Beirne, appealing their medical disqualification for the position of Lifeguard I.    | Commissioner Moore made a motion to deny the appeal.<br>Vice-President Portillo seconded the motion.<br>Denied 4-1.<br>Commissioner Olsen dissenting.<br>Speaking for staff was Dylan Cooper.<br>Speaking was Jenna M. O'Beirne.<br>Speaking was John O'Beirne.                           |
| 21. | Julieyanna G. Parker, appealing their medical disqualification for the position of Lifeguard I. | Commissioner Moore made a motion to deny the appeal.<br>Vice-President Portillo seconded the motion.<br>Denied 3-2.<br>Commissioner Olsen and Commissioner Gover dissenting.<br>Speaking for staff was Dylan Cooper.<br>Speaking was Julieyanna G. Parker.<br>Speaking was John O'Beirne. |
| 22. | Jacob D. Rapp, appealing their medical disqualification for the position of Lifeguard I.        | Commissioner Moore made a motion to deny the appeal.<br>Vice-President Portillo seconded the motion.<br>Denied 3-2.<br>Commissioner Olsen and Commissioner Gover dissenting.<br>Speaking for staff was Dylan Cooper.<br>Speaking was Jacob D. Rapp.                                       |

**UNFINISHED BUSINESS**

- |     |  |  |
|-----|--|--|
| 23. | Approval of the minutes for the regular business meeting of March 3, 2023. | Commissioner Olsen made a motion to approve the request.<br>Commissioner Gover seconded the motion.<br>Approved 4-1.<br>Commissioner Moore abstaining. |
|-----|--|--|

**LEAVES OF ABSENCE WITHOUT PAY - TOTAL**

Total Leave Requests	06	Family/Childcare/Maternity	02
Leave requests with job saved	01	Education/Training	00
Leave requests with name on list	03	Medical	00
Unclassified	02	Relocation	01
		Outside Employment	00
		Unclassified	02
		Other	01



---

---

**ITEMS FOR INFORMATION**

---

---

**NEW BUSINESS**

---

---

---

---

**ADJOURNMENT**

---

---

At 1:03 p.m., the Commission convened into open session.

There being no further business, the meeting was adjourned at 2:03 p.m.

Tammy Lin, President

**CITY OF SAN DIEGO  
MINUTES OF THE MEETING OF THE  
CIVIL SERVICE COMMISSION**

Thursday, May 4, 2023, at 11:30 a.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

- A. The closed session meeting of the Civil Service Commission was called to order by President Tammy Lin at 11:40 a.m. Also present were Vice-President Nicolaz Portillo, Commissioner Sunday Gover, and Commissioner Will Moore. Commissioner Aaron Olsen joined the closed session at 11:40 a.m.
  
- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamen Aban, and Program Coordinator Brandon Virgen. Serving as legal advisor to the Commission was Deputy City Attorney Jose Garcia Jr..



City of San Diego  
Civil Service Commission

**MINUTES**

Tammy Lin, President  
Nicolaz Portillo, Vice-President  
Sunday Gover, Commissioner  
Aaron Olsen, Commissioner  
Will Moore, Commissioner

Thursday, May 4, 2023, at 11:30 a.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

This information will be made available in alternative formats upon request, as required by the Americans with Disabilities Act (ADA), by contacting Robin Recendez at 619-236-6400 or [RobinR@sandiego.gov](mailto:RobinR@sandiego.gov). Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting Robin Recendez at 619-236-6400 or [RobinR@sandiego.gov](mailto:RobinR@sandiego.gov). Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services, or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. The Civil Service Commission is committed to resolving accessibility requests swiftly in order to maximize accessibility.

---

**CLOSED SESSION**

---

***NOTE: The Commission will convene at 11:30 a.m. to hear public comment and discussion of the content of the Closed Session Agenda. Public testimony for the Closed Session Agenda will be taken before adjourning into closed session. At the close of public comment and discussion, the Commission will adjourn the public session and go into closed session. The regular meeting will begin at 1:00 p.m.***

The Commission will meet in Closed Session with the following agenda:

1. Conference with Labor Negotiators, pursuant to California Government Code Section 54957.6:

City Designated Management Team Representatives pursuant to San Diego Resolution R-313942:

Timothy Davis, Burke, Williams, & Sorensen LLP, Labor Negotiation Consultant  
Jessica Lawrence, Director of Policy and Council Affairs, Office of the Mayor  
Julie Rasco, Director, Human Resources Department  
Abby Jarl-Veltz, Assistant Director, Human Resources Department  
Jonnabelle Domingo, Supervising Human Resources Officer, Human Resources Department  
Jim McNeill, Assistant City Attorney, Office of the City Attorney

Designated as representatives within the meaning of California Government Code Section 54957.6(a):

Joan Dawson, Deputy City Attorney, Office of the City Attorney  
Miguel Merrell, Deputy City Attorney, Office of the City Attorney

DCA Assigned: Kristin Zlotnik

The purpose of this Closed Session meeting is to review the City's position and instruct the City's designated representatives for labor negotiations regarding proposed revisions to Personnel Manual Index Code C-3.

Nothing to report.

2. PUBLIC EMPLOYMENT – Appeal of employment disqualification pursuant to California Government Code section 54957(b)(1):
  - a. Jorge L. Acosta, appealing their conviction record disqualification for the position of Laborer.

Appeal denied 4-0.  
Speaking for staff was Dylan Cooper.  
Commissioner Aaron Olsen absent.

3. Public Employee Performance Evaluation pursuant to Government Code Section 54957 – Personnel Director – Nothing to report.

Tammy Lin, President



THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Magdaleno Correa, Grounds Maintenance Worker II

---

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Magdaleno Correa, Grounds Maintenance Worker II, effective October 1, 2022, from "C" step (\$20.68/hr.) to "E" step (\$22.57/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\6. June 1, 2023\EMI - Correa.doc

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION

## REQUEST FOR EXCEPTIONAL MERIT INCREASE

Correa, Magdaleno

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT, SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Magdaleno Correa	PERRN:	JOB: Grounds Maintenance Worker II
DEPARTMENT NAME: Parks and Recreation	LAST PERFORMANCE EVALUATION: DATE: 2/11/2023	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP DATE(S):
PERSONNEL AREA NO: 3175	OVERALL EVALUATION: Meets Standard	
TOTAL CITY SERVICE: YEARS: X 1 MONTHS:	PRESENT STANDARD RATE NUMBER AND STEP: \$24.20 C Step \$20.68	DATE REGULAR MERIT INCREASE IS DUE: 9/6/2023 9/5/2023
RECOMMENDED STANDARD RATE NUMBER AND STEP: \$23.43 E Step \$22.57	EFFECTIVE DATE OF RECOMMENDED INCREASE: 4/27/2022 10/01/2022	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input type="radio"/> YES <input checked="" type="radio"/> NO

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Magdelano Correa previously worked for the Parks and Recreation Department as a Grounds Maintenance Worker II from October 15, 2001 to June 5, 2007. He returned to the Parks and Recreation Department as a Grounds Maintenance Worker II in Community Parks I on September 7, 2021 and has transferred to Community Parks II on November 12, 2022. Magdaleno has been a reliable and stellar employee. He has taken on his grounds maintenance duties with an eagerness to serve the community and live up to the expectations set forth by his supervisor Ron Agustin. The high expectations include dealing with frequent homeless encampments, daily graffiti - which the Parks and Recreation Department has committed to abating within 48 hours due to safety issue with the local street gangs, and frequent vandalism to comfort stations which includes defacement, damage of soap dispensers and plumbing fixtures, and illegal dumps in parks.

☒ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE 	Gina Dumay	DATE 1/24/2023
DEPARTMENT DIRECTOR SIGNATURE 	Parks and Recreation Director	DATE 5/12/2023
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY) 	DEPUTY CHIEF OPERATING OFFICER	DATE 12 MAY 23
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Tina M. Duquette, Parking Enforcement Supervisor

---

The Stormwater Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Tina M. Duquette, Parking Enforcement Supervisor, effective August 5, 2023, from "C" step (\$30.69/hr.) to "E" step (\$33.59/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:GE:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\6. June 1, 2023\EMI - Duquette.doc



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION

## REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Tina Duquette Tina M. Duquette		JOB: Parking Enforcement Supervisor
DEPARTMENT NAME: Stormwater	LAST PERFORMANCE EVALUATION: 8 DATE: 2/8/2023	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP
PERSONNEL AREA NO: 6250	OVERALL EVALUATION: Met Standards	DATE(S): N/A
TOTAL CITY SERVICE: YEARS: 27 MONTHS: 3	PRESENT STANDARD RATE NUMBER AND STEP: C Step - \$ 30.69	DATE REGULAR MERIT INCREASE IS DUE: 8/8/2023 5
RECOMMENDED STANDARD RATE NUMBER AND STEP: E Step - \$ 33.59	EFFECTIVE DATE OF RECOMMENDED INCREASE: 8/8/2023 5	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="radio"/> YES <input type="radio"/> NO

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Tina has been employed with City of San Diego for over 27 years. 14 of those years, she served as a supervisor for SDPD's, Special Events Section. Tina worked as a Parking Enforcement Officer II for 5 years. Tina promoted to the Stormwater Department on August 8, 2022 as a Parking Enforcement Supervisor. Since taking leadership of the Parking Enforcement Section, Tina has improved the efficiency and productivity of the section by putting together a training manual and a standard operation procedure in place for new and existing staff. Tina has held a training tailgates every 2 week on safety. Updated all of the PEO cell phones so they have the ability to retrieve emails, input time entry, use the Get It Done App to report deficiencies, and face-time with Supervisor for problem solving out in the field. Worked with SDPD to have the Auto Cite Populate a warning when the Parking Officer is writing a citation on a vehicle that is stolen or has a stolen license plate on it. Tina followed up by writing a protocol on the procedure for handling a stolen vehicle issue and trained staff. Ms. Duquette identified and organized distribution of staffing and equipment to the 26 critical storm patrol locations that fall under her responsibility. There were 11 employee performance evaluations that were past due that she was able to make current. In a very short amount of time at Stormwater, Tina quickly learned and excelled at using our SAP application to manage new and old service notifications assigned to the Parking Enforcement Section. There were a total of 35 old service notifications dating back to 2021 that she closed out. Ms. Duquette reviews and approves all purchases using VIMS. At Stormwater, Tina has completed the AAIT training and chaired the interview process to hire 3 new Parking Enforcement Officers. She completed the interview packet for Parking Enforcement Officer II and will chair the process. Within the first 3 month of working in Stormwater, Tina worked with the Transportation Dept. to assist with the installation of signage new street sweeping routes and identified and corrected over 225 deficiencies prior to the enforcement date. These are just a few examples of the hard work and dedication that qualifies Tina for an exceptional merit increase. Please feel free to contact me for any additional information.

☒ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE

TITLE

DATE

DEPARTMENT DIRECTOR SIGNATURE

TITLE

DATE

MAYORAL APPROVAL (MAYOR &amp; DEPARTMENTS ONLY)

TITLE

DATE

DATE APPROVED BY CIVIL SERVICE COMMISSION





THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Jonathan Garibay, Therapeutic Recreation Leader

---

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Jonathan Garibay, Therapeutic Recreation Leader, effective April 15, 2023, from "A" step (\$17.34/hr.) to "C" step (\$18.97/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\6. June 1, 2023\EMI - Garibay.doc

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION

## REQUEST FOR EXCEPTIONAL MERIT INCREASE

*Garibay, Jonathan*

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Jonathan Garibay ✓	PERNR:	JOB: Therapeutic Recreation Leader ✓
DEPARTMENT NAME: Parks and Recreation	LAST PERFORMANCE EVALUATION:	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB:
PERSONNEL AREA NO: 3175 ✓	DATE:	FROM _____ STEP TO _____ STEP
	OVERALL EVALUATION:	DATE(S):
TOTAL CITY SERVICE: YEARS: MONTHS: 8 ✓	PRESENT STANDARD RATE NUMBER AND STEP: \$17.34 A Step ✓	DATE REGULAR MERIT INCREASE IS DUE: 12/1/2023
RECOMMENDED STANDARD RATE NUMBER AND STEP: \$18.97 C Step ✓	EFFECTIVE DATE OF RECOMMENDED INCREASE: 11/1/2023 4/15/2023	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input type="radio"/> YES <input checked="" type="radio"/> NO

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Mr. Garibay started with the Parks and Recreation Department on August 15, 2022 as a Recreation Aide in the Therapeutic Recreation Services and Age Well Services Division. He promoted to a Therapeutic Recreation Leader (TRL) on December 2, 2022 within the same Division and continues to excel at his position.

The Department feels that this action is warranted, due to the critical duties, responsibilities, and the experience working with people with special needs and seniors that is required working in the Therapeutic Recreation series. The TRL position is a highly specialized position which works with high-risk, special populations. They have a high degree of responsibility in caring for people with various disabilities and are required to have related training and experience.

☒ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE 	TITLE Deputy Director	DATE 4/21/2023
DEPARTMENT DIRECTOR SIGNATURE 	TITLE Parks and Recreation Director	DATE 4/21/23
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY) 	TITLE Kristina Peralta, DCOO	DATE 4/24/23
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Eric A. Grube, Therapeutic Recreation Leader

---

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Eric A. Grube, Therapeutic Recreation Leader, effective July 10, 2023, from "A" step (\$17.34/hr.) to "D" step (\$19.89 /hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\6. June 1, 2023\EMI - Grube.doc

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION**REQUEST FOR EXCEPTIONAL MERIT INCREASE***Grube, Eric A.*

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Eric Grube <i>A.</i>		JOB: Therapeutic Recreation Leader <input checked="" type="checkbox"/>	
DEPARTMENT NAME: Parks and Recreation	LAST PERFORMANCE EVALUATION: DATE: 2/10/2023 <input checked="" type="checkbox"/>	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP	
PERSONNEL AREA NO: 3175 <input checked="" type="checkbox"/>	OVERALL EVALUATION: Meets Standards <input checked="" type="checkbox"/>	DATE(S):	
TOTAL CITY SERVICE: YEARS: MONTHS: 9 <input checked="" type="checkbox"/>	PRESENT STANDARD RATE NUMBER AND STEP: \$17.34 A Step <input checked="" type="checkbox"/>	DATE REGULAR MERIT INCREASE IS DUE: 7/10/2023	
RECOMMENDED STANDARD RATE NUMBER AND STEP: <del>\$19.89 D</del> \$18.97 C Step <input checked="" type="checkbox"/>	EFFECTIVE DATE OF RECOMMENDED INCREASE: <del>1/1/2023</del> 7/10/2023	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="radio"/> YES <input type="radio"/> NO	

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Mr. Grube started with the Parks and Recreation Department on July 11, 2022 as a Therapeutic Recreation Leader (TRL) in the Therapeutic Recreation Services and Age Well Services Division and continues to excel at his position.

The Department feels that this action is warranted, due to the critical duties, responsibilities, and the experience working with people with special needs and seniors that is required working in the Therapeutic Recreation series. The TRL position is a highly specialized position which works with high-risk, special populations. They have a high degree of responsibility in caring for people with various disabilities and are required to have related training and experience.

APPOINTING AUTHORITY SIGNATURE <i>Gina Lulay</i>		DATE 4/21/2023
DEPARTMENT DIRECTOR SIGNATURE <i>[Signature]</i>		DATE 4/21/23
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY) <i>[Signature]</i>		DATE 4/24/23
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Grounds Maintenance Worker I and Grounds Maintenance Worker II

---

The Parks and Recreation Department is requesting Exceptional Merit Increases be granted to individual Grounds Maintenance Worker I and Grounds Maintenance Worker II employees, identified in Attachment A, effective October 1, 2022.

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A blue ink signature of Douglas Edwards, consisting of a stylized 'D' and 'E'.

Douglas Edwards  
Personnel Director

DE:DD:km

Attachment: 1. Memorandum from Parks and Recreation Department

I:\CSC\CSC Items\2023\6. June 1, 2023\EMI - Grounds Maintenance Worker I and Grounds Maintenance Worker II.doc



THE CITY OF SAN DIEGO  
M E M O R A N D U M

DATE: May 9, 2023

TO: Douglas Edwards, Director, Personnel Department  
via Julie Rasco, Director, Human Resources Department

FROM: Steve Palle, Deputy Director, Community Parks I Division  
via Andy Field, Director, Parks and Recreation Department

SUBJECT: Request Approval to Place Current GMW I and II Staff at "E" Step

Kristina Peralta, DCOO

I am requesting an Exceptional Merit Increase (EMI) for Ground Maintenance Worker I and II employees. The Parks and Recreation Department feels that this action is warranted, due to the critical duties and responsibilities, and the advanced technical skills and training required of employees working in the Grounds Maintenance Worker classification. Grounds Maintenance Workers provide knowledge in Trees, Plant Identification, Irrigation, Landscape Maintenance, Safety, Planting, and Power Equipment.

According to the provisions outlined, in part, in Personnel Manual, Section H-9, Section IV, Paragraph A, "a current employee who is appointed to a different class (job) for which the maximum pay is equal or lower than the employee's current class will generally be appointed at his/her current pay step within the pay range of the new class." The Department has changed the policy to start all Grounds Maintenance Workers at E step. This is to inspire current employees to stay in their positions and encourage future candidates to apply to the City of San Diego. Due to workload and operations issues including administrative oversight, the request is delayed.

For these reasons, I respectfully request the EMI be approved for the list of attached employees (Attachment A).

Thank you for your consideration of this matter. If you have any further questions, please feel free to contact me at (619) 235-1155.

Steve Palle  
Deputy Director

SP/pf

Attachment: Attachment A – Grounds Maintenance Worker – Community Parks I



**GROUNDS MAINTENANCE WORKERS - COMMUNITY PARKS I DIVISION**  
**ATTACHMENT A**

Employee Name	PRNR	Classification	Years of Continuous Service	Current Pay Step	Current Rate	Requested Step	Requested Rate	Effective Date
Daveon O. Davis		Grounds Maint Wrkr 1	5 mo	C	\$18.64	E	\$20.31	10/1/2022
Jonathan J. Spencer		Grounds Maint Wrkr 1	5 mo	C	\$18.64	E	\$20.31	10/1/2022
Joseph L. Johnson		Grounds Maint Wrkr 1	3 mo	C	\$18.64	E	\$20.31	10/1/2022
Roman F. Cruz		Grounds Maint Wrkr 1	5 mo	C	\$18.64	E	\$20.31	10/1/2022
Alberto Valazquez, Jr.		Grounds Maint Wrkr 2	5 mo	C	\$20.68	E	\$22.57	10/1/2022
Anthony Amador		Grounds Maint Wrkr 2	5 mo	C	\$20.68	E	\$22.57	10/1/2022
Araceli Diaz Vazquez		Grounds Maint Wrkr 2	1 yr 5 mo	C	\$20.68	E	\$22.57	10/1/2022
Avelino R. Prado		Grounds Maint Wrkr 2	1 mo	C	\$20.68	E	\$22.57	10/1/2022
Dabid E. Angel		Grounds Maint Wrkr 2	5 mo	C	\$20.68	E	\$22.57	10/1/2022
Derrick A. Carter		Grounds Maint Wrkr 2	9 yr 4 mo	C	\$20.68	E	\$22.57	10/1/2022
Ernesto D. Rosas		Grounds Maint Wrkr 1	1 yr 5 mo	C	\$18.64	E	\$20.31	10/1/2022
Estela Contreras		Grounds Maint Wrkr 2	3 yr 4 mo	D	\$21.57	E	\$22.57	10/1/2022
German D. Valdez Esquiliano		Grounds Maint Wrkr 2	5 yr 1 mo	D	\$21.57	E	\$22.57	10/1/2022
Israel Solis		Grounds Maint Wrkr 2	1 yr 1 mo	C	\$20.68	E	\$22.57	10/1/2022
Jesus Gutierrez		Grounds Maint Wrkr 2	4 mo	C	\$20.68	E	\$22.57	10/1/2022
Jose C. Gomez Castro		Grounds Maint Wrkr 2	5 mo	C	\$20.68	E	\$22.57	10/1/2022
Jose L. Moreno		Grounds Maint Wrkr 2	2 mo	C	\$20.68	E	\$22.57	10/1/2022
Lorenzo Gonzalez Aguirre		Grounds Maint Wrkr 2	4 mo	C	\$20.68	E	\$22.57	10/1/2022
Maria D. Ortega		Grounds Maint Wrkr 2	1 yr 3 mo	C	\$20.68	E	\$22.57	10/1/2022
Ramon Garcia De Alba IV		Grounds Maint Wrkr 2	3 yr 5 mo	D	\$21.57	E	\$22.57	10/1/2022
Samara A. Dominguez		Grounds Maint Wrkr 2	2 yr 6 mo	C	\$20.68	E	\$22.57	10/1/2022
Sarai Aguilar		Grounds Maint Wrkr 2	3 yr 5 mo	C	\$20.68	E	\$22.57	10/1/2022
Sophia D. Monroy		Grounds Maint Wrkr 2	2 yr 4 mo	C	\$20.68	E	\$22.57	10/1/2022



THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Clarence E. Hill Jr., Therapeutic Recreation Leader

---

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted to Clarence E. Hill Jr., Therapeutic Recreation Leader, effective April 15, 2023, from "A" step (\$17.34/hr.) to "C" step (\$18.97/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\6. June 1, 2023\EMI - Hill.doc



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION

## REQUEST FOR EXCEPTIONAL MERIT INCREASE

Hill Jr, Clarence E.

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Clarence E. Hill, Jr. ✓		ERNR:	JOB: Therapeutic Recreation Leader ✓
DEPARTMENT NAME: Parks and Recreation	LAST PERFORMANCE EVALUATION: DATE: 4/6/2023 3/17/2024		PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM _____ STEP TO _____ STEP
PERSONNEL AREA NO: 3175 ✓	OVERALL EVALUATION: Meets Standards ✓		DATE(S):
TOTAL CITY SERVICE: YEARS: 3 ✓ MONTHS: 1 ✓	PRESENT STANDARD RATE NUMBER AND STEP: \$17.34 A Step ✓	DATE REGULAR MERIT INCREASE IS DUE: 12/7/2023	
RECOMMENDED STANDARD RATE NUMBER AND STEP: \$18.97 C Step ✓	EFFECTIVE DATE OF RECOMMENDED INCREASE: 4/1/2023 4/15/2023	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input type="radio"/> YES <input checked="" type="radio"/> NO	

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Mr. Hill started with the Parks and Recreation Department on March 17, 2020 as a Recreation Aide. He promoted to a Recreation Leader I on February 8, 2022 and promoted again on December 8, 2022 to a Therapeutic Recreation Leader (TRL) with the Therapeutic Recreation Services and Age Well Services Division. Mr. Hill is currently on an Out of Class assignment as an Assistant Recreation Center Director.

The Department feels that this action is warranted, due to the critical duties, responsibilities, and the experience working with people with special needs and seniors that is required working in the Therapeutic Recreation series. The TRL position is a highly specialized position which works with high-risk, special populations. They have a high degree of responsibility in caring for people with various disabilities and are required to have related training and experience.

☒ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE	Gina Dulay	TITLE	DATE
	Deputy Director		4/21/2023
DEPARTMENT DIRECTOR SIGNATURE	Parks and Recreation Director	TITLE	DATE
	Kristina Peralta, DCOO		4/21/23
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY)		TITLE	DATE
DATE APPROVED BY CIVIL SERVICE COMMISSION			4/24/23



THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Juan C. Jimenez, Development Project Manager II

---

The Development Services Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Juan C. Jimenez, Development Project Manager II, effective May 13, 2023, from "C" step (\$48.90/hr.) to "E" step (\$53.75/hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A handwritten signature in blue ink, appearing to read "Douglas Edwards".

Douglas Edwards  
Personnel Director

DE:HE:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\6. June 1, 2023\EMI - Jimenez.doc

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION

## REQUEST FOR EXCEPTIONAL MERIT INCREASE

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

EMPLOYEE NAME: Juan Carlos Jimenez		FMDI OVER PERNR:		JOB: Development Project Manager II	
DEPARTMENT NAME: Development Services		LAST PERFORMANCE EVALUATION: DATE: 2/27/2023 OVERALL EVALUATION: Meets Standards -Exceeds-Standard-		PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB: FROM NA STEP TO NA STEP	
PERSONNEL AREA NO: 3500		DATE(S): NA		DATE REGULAR MERIT INCREASE IS DUE: 5/15/2023	
TOTAL CITY SERVICE: YEARS: 3 MONTHS: 13		PRESENT STANDARD RATE NUMBER AND STEP: 46-57 C 48.90		DATE REGULAR MERIT INCREASE IS DUE: 5/15/2023	
RECOMMENDED STANDARD RATE NUMBER AND STEP: 54-49 E 53.75		EFFECTIVE DATE OF RECOMMENDED INCREASE: 2/28/2023 - 5/15/2023		IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE? <input checked="" type="radio"/> YES <input type="radio"/> NO	

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Juan Carlos is a very important member of the Ministerial Project Management Section. He is assigned a very large workload and is able to successfully manage every project. He has dealt with all complex project types. He has managed City Capital Improvement projects, phased construction and development, tall buildings, complete community projects, affordable housing and Permit Now projects. He has expertly guided the IQHQ project through the permit process. His supervisor can always rely on him to assist when needed. He is extremely detail oriented, dedicated, and helpful. He stands out in the Development Project Manager II classification having been the Development Services Department Employee of the Quarter for the Building, Construction, and Safety Division. He memorialized the project management steps for building permits in a graphic format allowing the Department to publish an easily understood explanation of the process to the construction industry and other customers.

☒ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE <i>Kelly Charles</i>	TITLE Deputy Director/Chief Building Official	DATE March 12, 2023
DEPARTMENT DIRECTOR SIGNATURE <i>Glenn W. Lowe</i>	TITLE Director, Development Services Department	DATE March 13, 2023
MAYORAL APPROVAL (MAYORAL DEPARTMENTS ONLY) <i>[Signature]</i>	TITLE DCOO	DATE 04/18/2023
DATE APPROVED BY CIVIL SERVICE COMMISSION		



THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Exceptional Merit Increase for Paola Ochoa, Therapeutic Recreation Leader

---

The Parks and Recreation Department is requesting an Exceptional Merit Increase be granted in conjunction with a regular merit increase for Paola Ochoa, Therapeutic Recreation Leader, effective May 27, 2023, from "A" step (\$17.34/hr.) to "D" step (\$19.89 /hr.).

Staff has reviewed this request in accordance with Personnel Manual Index Code H-8 and recommends approval.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:DD:km

Attachment: 1. Request for Exceptional Merit Increase

I:\CSC\CSC Items\2023\6. June 1, 2023\EMI - Ochoa.doc

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION

## REQUEST FOR EXCEPTIONAL MERIT INCREASE

*Ochoa, Paola*

INSTRUCTIONS: PROVIDE ALL INFORMATION REQUESTED BELOW AND FORWARD ORIGINAL TO THE PERSONNEL DEPARTMENT. SUBMITTING DEPARTMENTS SHOULD KEEP A COPY OF THIS FORM FOR THEIR RECORDS.

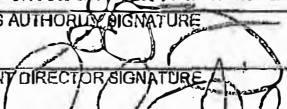
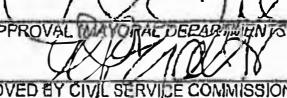
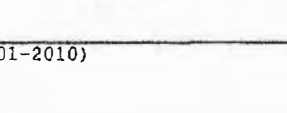
EMPLOYEE NAME: <i>Paola Ochoa</i> ✓	ERNR:	JOB: <i>Therapeutic Recreation Leader</i> ✓
DEPARTMENT NAME: <i>Parks and Recreation</i>	LAST PERFORMANCE EVALUATION:  DATE: <i>9/27/2022</i> ✓	PREVIOUS EXCEPTIONAL MERIT INCREASES GRANTED TO EMPLOYEE IN HIS/HER PRESENT JOB:  FROM _____ STEP TO _____ STEP
PERSONNEL AREA NO: <i>3175</i> ✓	OVERALL EVALUATION: <i>Meets Standards</i> ✓	DATE(S):
TOTAL CITY SERVICE: YEARS: <i>1</i> ✓ MONTHS: <i>8</i> ✓	PRESENT STANDARD RATE NUMBER AND STEP: <i>\$17.34 A Step</i> ✓	DATE REGULAR MERIT INCREASE IS DUE: <i>5/27/2023</i>
RECOMMENDED STANDARD RATE NUMBER AND STEP: <i>\$19.81 D</i> <i>\$18.97 C Step</i> ✓	EFFECTIVE DATE OF RECOMMENDED INCREASE: <i>1/1/2023 5/27/2023</i>	IS EXCEPTIONAL MERIT INCREASE TO BE GRANTED IN CONJUNCTION WITH REGULAR MERIT INCREASE?  <input checked="" type="radio"/> YES <input type="radio"/> NO

EXPLAIN THE REASONS FOR THE EXCEPTIONAL MERIT INCREASE THOROUGHLY AND COMPLETELY IN THE SPACE PROVIDED BELOW. AS A MINIMUM, (1) DESCRIBE THE SPECIFIC EXCEPTIONAL ACCOMPLISHMENTS OF THE EMPLOYEE, (2) DESCRIBE IN WHAT WAY THE EMPLOYEE HAS BEEN OUTSTANDING IN RELATION TO OTHERS IN THE SAME JOB AND, AS APPROPRIATE, (3) LIST ANY WORK-SIMPLIFICATION OR SAFETY IDEAS PROPOSED BY THE EMPLOYEE WITH AN ESTIMATE OF THE AMOUNT SAVED.

Ms. Ochoa started with the Parks and Recreation Department on August 26, 2021 as a Therapeutic Recreation Leader (TRL) in the Therapeutic Recreation Services and Age Well Services Division and continues to excel at her position.

The Department feels that this action is warranted, due to the critical duties, responsibilities, and the experience working with people with special needs and seniors that is required working in the Therapeutic Recreation series. The TRL position is a highly specialized position which works with high-risk, special populations. They have a high degree of responsibility in caring for people with various disabilities and are required to have related training and experience.

☒ Please check this box to indicate that as an appointing authority you have considered the financial impact of this request.

APPOINTING AUTHORITY SIGNATURE 	TITLE <i>Gina Dulay</i>	DATE <i>4/21/2023</i>
DEPARTMENT DIRECTOR SIGNATURE 	TITLE <i>Deputy Director</i>	DATE <i>4/21/23</i>
MAYORAL APPROVAL (MAYORAL DEPARTMENT'S ONLY) 	TITLE <i>Parks and Recreation Director</i>	DATE <i>4/24/23</i>
DATE APPROVED BY CIVIL SERVICE COMMISSION <i>Kristina Peralta, DCOO</i>		



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay (first extension) for Hanadi A. Arjan, Customer Services Representative

---

Hanadi A. Arjan, Customer Services Representative, is requesting a ten-month (first extension) special leave without pay ending March 15, 2024, with their job to be saved.

Hanadi A. Arjan is requesting this extension for childcare. Due to a traumatic experience, they are no longer comfortable using a babysitter and need additional time to care for their children. They plan to return to work once their youngest child is old enough to attend school in a few months. The Public Utilities Department is recommending approval of this request indicating that they look forward to Hanadi's return to the workplace by March 15, 2024, if not sooner.

Hanadi A. Arjan has been employed with the City since May 27, 2014, and has been on special leave without pay continuously since May 20, 2022. Their most recent performance evaluation was "Meets Standards."

In a letter dated June 8, 2022, Hanadi A. Arjan was advised that "The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis."

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:MZ:km

I:\CSC\CSC Items\2023\6. June 1, 2023\SLWOP - Arjan.doc





THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay (first extension) for Casey R. Cole, Police Officer I

---

Casey R. Cole, Police Officer I, is requesting a four-month (first extension) special leave without pay ending September 1, 2023, with their name to be placed on the eligible list for Police Officer I.

Casey R. Cole is requesting this extension to continue training as a realtor. Casey R. Cole recently started practicing real estate and would like to continue their training before they come back to City employment. The Police Department is recommending approval of this request.

Casey R. Cole has been employed with the City since April 22, 2021, and has been on special leave without pay continuously since January 23, 2023. Their most recent performance evaluation was "Meets Standards."

In a letter dated March 9, 2023, Casey R. Cole was advised that "The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis."

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:EW:km

I:\CSC\CSC Items\2023\6. June 1, 2023\SLWOP - Cole.doc



THE CITY OF SAN DIEGO

**M E M O R A N D U M**

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay (second extension) for Tony Dao, Laboratory Technician

---

Tony Dao, Laboratory Technician, is requesting a one-year (second extension) special leave without pay ending January 10, 2024, with their name to be placed on the eligible list for Laboratory Technician.

Tony Dao is requesting this extension to care for their elderly aunt and uncle after the uncle suffered a stroke in December 2022, and continues to have health complications. Tony Dao intends to return to City employment in January 2024. The Police Department is recommending approval of this request.

This request is brought to the attention of the Commission because this extension request, if approved, would continue Tony Dao's eligibility beyond the two-year limit that the Commission has used as a general guideline for the maximum length of special leaves.

Tony Dao has been employed with the City since November 18, 2013, and has been on special leave without pay continuously since January 19, 2021. Their leave history is summarized below.

Leave Dates

01-19-21 to 01-10-22

01-11-22 to 01-10-23

Special Leave Without Pay

Original request – Name on Eligible List

1<sup>st</sup> Extension – Name on Eligible List

Tony Dao's last performance evaluation was "Meets Standards."

In a letter dated February 7, 2022, Tony Dao was advised that "The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis."

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:EW:km





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request for Special Leave Without Pay (seventh extension) for Julio C. Gonzalez, Water Systems Technician III

Julio C. Gonzalez, Water Systems Technician III, is requesting a one-year (seventh extension) special leave without pay ending March 3, 2024, with their name to be placed on the eligible lists for Water Systems Technician III, Water Systems Technician II, Utility Worker II, Building Service Technician, and Grounds Maintenance Worker I.

Julio C. Gonzalez is requesting this extension to maintain their employment eligibility. They indicate that they are ready to return to City employment. Records show that their name was activated on the appropriate eligible lists and referred to hiring departments. The Public Utilities Department is recommending denial of this request.

This request is brought to the attention of the Commission because this extension request, if approved, would continue Julio C. Gonzalez's eligibility beyond the two-year limit that the Commission has used as a general guideline for the maximum length of special leaves.

Julio C. Gonzalez has been employed with the City since June 25, 1998, and has been on special leave without pay continuously since March 5, 2016. Their leave history is summarized below.

Leave Dates

03-05-16 to 03-03-17  
 03-04-17 to 03-03-18  
 03-04-18 to 03-03-19  
 03-04-19 to 03-03-20  
 03-04-20 to 03-03-21  
 03-04-21 to 03-03-22  
 03-04-22 to 03-03-23

Special Leave Without Pay

Original request – Name on Eligible List  
 1<sup>st</sup> Extension – Name on Eligible List  
 2<sup>nd</sup> Extension – Name on Eligible List  
 3<sup>rd</sup> Extension – Name on Eligible List  
 4<sup>th</sup> Extension – Name on Eligible List  
 5<sup>th</sup> Extension – Name on Eligible List  
 6<sup>th</sup> Extension – Name on Eligible List

Julio C. Gonzalez's last performance evaluation was "Meets Standards."

Page 2  
Civil Service Commission  
May 26, 2023

In a letter dated September 14, 2022, Julio C. Gonzalez was advised that "The Commission stated that any future request for leave extension with job saved or name on appropriate eligible list will be evaluated very closely on a case-by-case basis."



Douglas Edwards  
Personnel Director

DE:MZ:km

I:\CSC\CSC Items\2023\6. June 1, 2023\SLWOP - Gonzalez.doc



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Personnel Department Action Plan

---

This is an informational item only. No immediate action is necessary on the part of the Civil Service Commission.

On October 6, 2022, I presented the Personnel Department Action Plan to the Civil Service Commission. The primary purpose of the Personnel Department Action Plan is to improve the Classified hiring process. Since our last report, more improvements have been implemented to make personnel processes more efficient and enhance customer service. Some improvements are still being evaluated. On January 23, 2023, I presented the Personnel Department Action Plan to the City Council and at the Mayoral Unclassified All-Hands Meeting on May 2, 2023.

The Personnel Department Action Plan will continue to be updated as necessary. Based on the continuing evaluation of policies and procedures, staff may recommend changes to the Personnel Manual and/or Civil Service Rules. Any recommended changes will be presented to the Civil Service Commission for review and approval.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:km

Attachment: 1. Personnel Department Action Plan PowerPoint Presentation

I:\CSC\CSC Items\2023\6. June 1, 2023\Personnel Department Action Plan.docx



# Personnel Department Action Plan

June 1, 2023





## Implemented Process Improvements

- 33 classifications open for recruitment on a predictive schedule once or twice a year.
- As of April 25, 2023, there are 51 continuous recruitments with an eligible list promulgation/certification schedule established with input from hiring departments.
- Classifications with no minimum requirements open on a continuous basis and certify a list regularly.
- Recruitments are published weekly.



# Implemented Process Improvements

## Vacancy Rate Analysis

Identified the top 25 classifications that have “high vacancy rates” – classifications with at least 10 positions Citywide that exceed the City’s vacancy rate of 20%, including no standard hours positions.



# Implemented Process Improvements

A recruitment experience questionnaire was developed and sent to hiring departments who submitted certification requests to gain insight on their experience with the recruitment process.

- Using the high vacancy rate list and questionnaire responses, Personnel staff met with hiring department management to discuss pain points and how Personnel can assist.
- Increased continuous recruitments (33 to 51) so more candidates are available to be certified on a regular basis. Applications are up 27% and 38% more employees have been hired compared to last year.
- Broadened the qualifying experience options for Clerical Assistant II, Golf Operations Assistant, Golf Course Greenskeeper, Grounds Maintenance Worker II, Library Assistant II, Pool Guard I, and Project Assistant to allow more applicants to qualify.





## Implemented Process Improvements

- Worked with Fire-Rescue to establish a certification process in lieu of a performance test for the Fire Engineer recruitment process.
- Coordinated recruitment efforts with hiring departments, e.g., job fair attendance.
- Salary Review Process workshop was presented on July 22, 2022.
  - The CSC recommended 113 special salary adjustments and 25 new classifications for FY24.
- Created guides and sent to Hiring Managers in the NEOGOV Online Hiring Center (OHC):
  - “Create and Send Notices and Text Messages in OHC”
  - “Scheduling Interviews in OHC”



# Implemented Process Improvements

- Employee Performance Evaluation Status Report
- New supervisors are automatically notified to register for Appointing Authority Interview Training and Employee Performance Review Program classes.
- Second LiveScan fingerprint station
- [jobs@san Diego.gov](mailto:jobs@san Diego.gov) email address
- Outstation and Recruiting sections reinstated

# Implemented Process Improvements

- Conduct hiring process overview trainings.
- Allow hiring departments to increase their certification request if the vacancy occurs within 3 months of the eligible list expiring and the interview process was completed within the last 6 months.
- Provide status updates to hiring departments on candidates who have received a conditional job offer and are pending pre-employment clearance.
- Automate employee assignment rotations using SAP. Departments no longer need to submit a paper Personnel Change Request (PCR) form.





## Ongoing Process Improvements

- Update class specifications with a priority for new classifications.
- Open recruitments for journey-level classifications as needed.
- Create process guides for PC-1, exemption from classified service, classified hiring, career advancement, out-of-class (OCA) assignment, transfer request, etc.
- Testing the new hire/rehire online PCR approval workflow.
- Online classified EPR workflow.

## Potential Process Improvements

- Evaluating integration between NEOGOV and SAP.
- Evaluating Attract and Onboard modules in NEOGOV.
- Evaluate workflow efficiencies regarding bilingual pay, exceptional merit increases, provisional appointments, salary upon appointment, and special leave without pay requests.
- Allow departments to submit a checklist in lieu of a PC-1 for positions requiring less analysis.





## Potential Process Improvements for FY24

- Requested six additional positions (Program Coordinator, Senior Personnel Analyst, four Associate Personnel Analysts) to expand the Outstation Section to other departments.
- Requested three additional positions (Senior Personnel Analyst and two Associate Personnel Analysts) to expedite the review of applications.
- Requested a Program Coordinator to manage and expand the Recruiting Section.

# Personnel Department Action Plan





THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Use of City Employee Raters for the Fire Battalion Chief Examination N11736-202307

---

Civil Service Rule III, Section 3 (1) requires that the Civil Service Commission approve the appointment of City employees to examining boards. In accordance with this rule, staff is requesting your approval to use City employees as expert raters for the structured interview portion of the Fire Battalion Chief examination. This examination is scheduled to be administered in November 2023.

Since 2004, City employee raters have been successfully utilized as expert raters for the structured interview portion of the Fire Battalion Chief promotional examinations:

This Fire Battalion Chief examination is anticipated to be similar to previous examinations. The final component of the Fire Battalion Chief examination will be a structured interview. Panels comprised of internal and external raters from other fire agencies will conduct and assess the structured interview. This structured interview, as previously approved by the Commission, will serve as the Appointing Authority interview for the examination.

Rating criteria is standardized and a Senior Personnel Analyst will supervise the administration of the examination to ensure uniform and consistent application to all candidates.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:MD:km



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Merger of Junior Planner (T10848 and T11733), Assistant Planner (T10849 and T11734), and Associate Planner (T10953 and T11735) Eligible Lists

---

Civil Service Rule IV, Section 1(2) requires the approval of the Civil Service Commission prior to the merger of any eligible lists. In accordance with this rule, staff is requesting that the current Junior Planner (T10848), Assistant Planner (T10849), and Associate Planner (T10953) eligible lists be merged with the new Junior Planner (T11733), Assistant Planner (T11734), and Associate Planner (T11735) eligible lists which are scheduled to open for recruitment on May 26, 2023.

The recruitments for Junior Planner (T11733), Assistant Planner (T11734), and Associate Planner (T11735) will be reopened due to a change to the length of eligibility period from one year to six months.

By merging the lists, the new eligible lists will be available for certification and candidates on the current eligible lists will continue to maintain their eligibility until those lists expire. All current eligibles may extend their eligibility period by applying during the new Junior Planner (T11733), Assistant Planner (T11734), and Associate Planner (T11735) recruitments.

If this request is approved, the Personnel Department will notify all eligibles on the current lists of the merger, as required by Civil Service Rule IV, Section 1(2).

A handwritten signature in blue ink, appearing to read "Douglas Edwards".

Douglas Edwards  
Personnel Director

DE:MD:km

I:\CSC\CSC Items\2023\6. June 1, 2023\Merger of Junior Planner (T10848 and T11733) Assistant Planner (T10849 and T11734) and Associate Planner (T10953 and T11735) Eligible Lists.doc





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Merger of Senior Public Information Officer (T11462 and T11743) Eligible Lists

---

Civil Service Rule IV, Section 1(2) requires the approval of the Civil Service Commission prior to the merger of any eligible lists. In accordance with this rule, staff is requesting that the current Senior Public Information Officer (T11462) eligible list be merged with the new Senior Public Information Officer (T11743) eligible list scheduled to open for recruitment on June 23, 2023.

The recruitment for Senior Public Information Officer (T11743) will reopen to accommodate a change to the length of eligibility period from one year to six months.

By merging the lists, the new eligible list will be available for certification and candidates on the current eligible list will continue to maintain their eligibility until that list expires. All current eligibles may extend their eligibility period by applying during the new Senior Public Information Officer (T11743) recruitment.

If this request is approved, the Personnel Department will notify all eligibles on the current list of the merger, as required by Civil Service Rule IV, Section 1(2).

A blue ink signature of Douglas Edwards.

Douglas Edwards  
Personnel Director

DE:MD:km



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt a Program Coordinator Position from the Classified Service

---

Attached is a request from the Compliance Department to exempt a Program Coordinator position from the Classified Service.

The Program Coordinator position will oversee, develop, and implement the Citywide Workplace Safety and Driving Data Program. This position will procure and implement a workplace safety data system; analyze and report on workplace safety data; liaison with City departments on process and data needs; monitor and report on data generated from the City's GeoTab solution, which is installed in vehicles to collect driving data; and develop policies related to City driving behaviors and workplace safety.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

A handwritten signature in blue ink, appearing to read "Douglas Edwards".

Douglas Edwards  
Personnel Director

DE:RM:km

Attachment: 1. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2023\6. June 1, 2023\Request from the Compliance Department to exempt a Program Coordinator position from the Classified Service.docx



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 3, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Christiana Gauger, Chief Compliance Officer *Christiana Gauger*

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Compliance Department is requesting to exempt one position from the Classified Service. This position will oversee the creation of a Citywide workplace safety and driving data program that will be implemented citywide.

The Compliance Department's Program Coordinator position will be responsible for the development of policies and analysis of data related to City driving, collection and analysis of workplace safety data from throughout the City, as well as other duties including:

- Leading the procurement and implementation of an electronic safety data system within the Occupational Safety and Health section of the Compliance Department;
- Analyzing and reporting on data collected from the safety data system, as well as from other sources, related to workplace safety in the City;
- Creating processes for the ongoing review and reporting of safety data and analyses;
- Leading the development and implementation of a program, to provide notice of driving data to appropriate City department management. This position will develop and implement the program after receiving input from other City departments (including General Services, Human Resources, and departments with a significant number of staff who work as drivers) on process and data needs. This work will also include the creation of citywide policies stemming from the analysis of driving data from the City's Geotab solution; and,
- Ongoing monitoring and reporting of data from the Geotab solution.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 3, 2023

Thank you for your consideration.

CMG/kg

Attachment: Compliance Department Organization Chart, May 2023

cc: Eric Dargan, Chief Operating Officer  
Matthew Vespi, Chief Financial Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Kristi Geitz, Deputy Director, Compliance Department  
Nicholas O'Donnell, Principal Accountant, Department of Finance





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt a Program Coordinator Position from the Classified Service

---

Attached is a request from the Economic Development Department to exempt a Program Coordinator position from the Classified Service.

The Program Coordinator position will oversee and develop the Civic Center Revitalization Project. This position will review Notice of Availability submittals for housing, businesses, and City property in accordance with the Surplus Land Act; manage consultants and various procurement needs for the project; make presentations to City Council and Council Committees; manage outreach efforts with stakeholders; review new and existing State policies regarding the Surplus Land Act; and develop and recommend policies related to property negotiation and disposition.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:RM:km


Attachment: 1. Exemption of a Program Coordinator Position Request



THE CITY OF SAN DIEGO

## MEMORANDUM

DATE: May 4, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Christina Bibler, Economic Development Department Director

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Economic Development Department is requesting to exempt one position from the Classified Service. This position will support the department and coordinate at the direction of the Director, the Civic Center Revitalization Project.

The Program Coordinator for the Civic Center Revitalization Project will support development and execution of the Civic Center Revitalization Project and its various nuisances. This complex and transformative legacy project will include housing, city services, businesses, arts and cultural space, and plenty of opportunity on city owned six blocks downtown, five of which are being noticed for availability and proposed redevelopment visions. The Program Coordinator will be responsible for the following:

- Review of Notice of Availability submittals received of the Property in accordance with the Surplus Land Act (SLA), including the City's stated preferences containing affordable and workforce housing representing a range of income levels
- Comprehensive management of any Request for Proposal process including document creation, outreach, technical specifications, evaluation, and selection
- At the direction of the department director, project manage the City's Civic Center Revitalization consultants and various procurement needs.
- Fully and effectively perform the expected duties and responsibilities by navigating new and existing State policies for property disposition and make policy recommendations to the Director, and Mayor on process and recommended pathways.
- Support the financial feasibility analysis, including creation of development and operating budgets
- Creation, coordination and uploading of staff reports, prepare presentations, and briefing materials for all Council Committee and City Council actions
- Manage coordinated outreach effort with stakeholders (State Housing & Community Development, Affordable Housing Developers, Market-rate Housing Developers, Commercial Developers, Business owners, Arts & Cultural Groups, Downtown community groups, City employees, local residents, nearby schools, etc)
- Coordination with IBA on regular status reports

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 4, 2023


- The Program Coordinator will report directly to the Economic Development Director (see attached org chart) who is currently working with Jay Goldstone, Special Advisor to the Mayor on this project and will assist with negotiations.

The Program Coordinator position is critical to the success of the Civic Center Revitalization Project because the Economic Development Department does not have the capacity within existing staff to manage a project of this scale with nuanced State requirements, complex financing mechanisms and depth of stakeholders.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.



cc: Eric Dargan, Chief Operating Officer  
Casey Smith, Deputy Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt a Program Manager Position from the Classified Service

---

Attached is a request from the Engineering and Capital Projects Department to exempt a Program Manager position from the Classified Service.

The Program Manager position will oversee the creation and development of the Environmental and Permit Program. This position will oversee the environmental review and permitting for Capital Improvement Projects (CIP) and emergency projects; oversee environmental documentation and permit review and approval for California Environmental Quality Act (CEQA) requirements and local permits; and develop policies to implement CEQA and project permit requirements and provide transparency to stakeholders and the public.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:RM:km

Attachment: 1. Exemption of a Program Manager Position Request





THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 22, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Rania Amen, Director, Engineering & Capital Projects Department

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Engineering & Capital Projects Department (E&CP) is requesting to exempt one position from the Classified Service.

The Program Manager will oversee the creation and development of an Environmental and Permit program within the Program and Project Development Division in the E&CP Department. This position's primary purpose is to oversee staff in the environmental review and permitting of various CIP and emergency projects. This unit will be focused on the oversight of environmental document preparation and permit review and approval for additional CEQA and local permit authority provided to the Department for the delivery of the Capital Improvements Program.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

Rania Amen  
Director, Engineering & Capital Projects

May 22, 2023

Date

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt an Assistant Deputy Director Position and a Program Manager Position from the Classified Service

---

Attached are requests from the Environmental Services Department to exempt an Assistant Deputy Director position and a Program Manager position from the Classified Service.

The Assistant Deputy Director position will oversee the Miramar Greenery and Organics Processing Facility. This position will oversee operational enhancements surrounding the processing of organic waste associated with Senate Bill 1383 to include the final design, build, commissioning, and ongoing operation of the Organics Processing Facility; oversee the decommissioning/transition of the existing greenery location to the new enhanced location; implement procedures and processes for organic waste recycling; and develop policies and procedures related to equipment and material processing and best management practices for operations and regulatory implications.

The Program Manager position will assist the Waste Reduction Division and oversee the Recycling and Solid Waste Code Enforcement sections. This position will manage and provide oversight of the City's implementation of Senate Bill 1383, to include reporting, recordkeeping, and procurement activities; oversee the City's Non-Exclusive Solid Waste Collection Franchise System; manage and oversee the Solid Waste Code Enforcement Section, which enforces the City Recycling Ordinance and the Construction and Demolition Debris Deposit Ordinance; and develop policies and procedures for administering the franchise system, recycled product procurement, and for other efforts supporting the City's compliance with State waste reduction and recycling mandates and the implementation of the City's Zero Waste Plan and Climate Action Plan.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Page 2  
Civil Service Commission  
May 26, 2023

Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that these requests be approved.



Douglas Edwards  
Personnel Director

DE:RM:km

Attachments: 1. Exemption of an Assistant Deputy Director Position Request  
2. Exemption of a Program Manager Position Request

I:\CSC\CSC Items\2023\6. June 1, 2023\Requests from the Environmental Services Department to exempt an Assistant Deputy Director position and a Program Manager position from the Classified Service.docx





THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 3, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Renee Robertson, Department Director

SUBJECT: Exemption of 1.00 Assistant Deputy Director Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Environmental Services Department is requesting to exempt one position from the Classified Service. This position will oversee the Miramar Greenery and Organics Processing Facility as well as associated technical staff.

This position will oversee all aspects of the Miramar Greenery, operational enhancements to support processing of organic waste associated with Senate Bill 1383, and final design, build, commissioning, and ongoing operation of the Organics Processing Facility. The position will also oversee decommissioning/transition of the existing greenery location to the new enhanced location. The position will directly supervise a Senior Civil Engineer, Associate Mechanical Engineer, Assistant Electrical Engineer, Biologist 3, General Utility Supervisor, and Recycling Program Manager. Total staffing within this position's span of control will include approximately 48 new FTEs comprised of Landfill Equipment Operators, Equipment Operator IIs, Utility Worker IIs, Laborers, and Equipment Technician II and III positions. The 48 new FTEs represent a significant increase in the number and type of positions within the Disposal and Environmental Protection Division.

The position will be tasked with a wide range of managerial tasks including; hiring; fact finding and Personnel/HR investigations; negotiations with REOs, presentations to regulatory agencies, committee and council meetings, mayoral staff, community, and stakeholder groups. The position is necessary to act at the unclassified level due to:

- required coordination with other operational divisions (Collections and Waste Reduction);
- interfacing and reporting to regulatory authorities and agencies, including but not limited to CalRecycle, the Local Enforcement Agency, the Regional Water Quality Control Board, and the Air Pollution Control District;
- implementing procedures and processes for organics waste recycling in accordance with Senate Bill 1383;
- implementing City and Department policies and procedures related to matters pertaining to Personnel and Human Resources.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 3, 2023

Additional responsibilities that further warrant an Assistant Deputy Director include interacting with other City Departments in order to develop effective policy and procedures surrounding the program, interaction with City Council Offices, community members, management in other City departments, and other agencies, all of which require a high level of political acumen and decision-making responsibilities.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

*Renee Robertson*

Renee Robertson  
Environmental Services Director


cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 3, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Renee Robertson, Department Director

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Environmental Services Department is requesting to exempt one position from the Classified Service. This position will assist the Waste Reduction Division (Division) with the implementation of Senate Bill 1383 (SB 1383) and oversee the Division's Recycling and Solid Waste Code Enforcement Sections.

This position will be responsible for the management and oversight of the City's implementation of SB 1383, including reporting, recordkeeping, and procurement activities that are required by SB 1383 and are critical for compliance. This Program Manager will also oversee the staff who administer the City's Non-Exclusive Solid Waste Collection Franchise System, which includes 21 franchisees, and who are required to play a significant role in the City's implementation of and compliance with the requirements of SB 1383, including the provision of necessary organic waste recycling services, outreach, recordkeeping, and reporting.

SB 1383 includes a significant organic product procurement requirement, and procurement is one of the most challenging components of implementation. It will require action and coordination amongst key departments and outside stakeholders. This position will lead these efforts.

This position will also manage and oversee the Division's Solid Waste Code Enforcement Section, which enforces the City's mandatory recycling ordinances, the City Recycling Ordinance (CRO) and the Construction and Demolition Debris Deposit Ordinance. The CRO is the enforcement mechanism for SB 1383 and lays out requirements for recycling and organic waste recycling for all residents, businesses, and special events in the City; edible food recovery by food-generating businesses and food recovery organizations; and reporting for these activities.

Additional responsibilities that further warrant a Program Manager include interacting with other City Departments in order to develop effective policy and procedures surrounding these programs, interaction with City Council Offices, community members, management in other

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 3, 2023

City departments, and other agencies, all of which require a high level of political acumen and decision-making responsibilities. The position will also provide support with managing and addressing personnel issues, including hiring, safety, training, rewards and recognition, and discipline issues.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.



Renee Robertson  
Environmental Services Director

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt an Assistant Department Director Position from the Classified Service

---

Attached is a request from the General Services Department to exempt an Assistant Department Director position from the Classified Service.

The Assistant Department Director position will support the Department Director with operational needs and Citywide efforts such as managing fleet and facilities operations, developing and implementing department policy, and managing the consolidated Administrative Division; oversee the department's budget, contracts, human resources, and personnel functions; assist the Department Director in leading the implementation of Zero Emission Vehicles and the Zero Emission Municipal Building Operations policy; lead efforts to support creative and viable business solutions for efficient operations; participate in negotiations with elected officials and community leaders at various forums; and ensure regulatory requirements are met.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

A handwritten signature in blue ink, appearing to read "Douglas Edwards".

Douglas Edwards  
Personnel Director

DE:RM:km

Attachment: 1. Exemption of an Assistant Department Director Position Request


I:\CSC\CSC Items\2023\6. June 1, 2023\Request from the General Services Department to exempt an Assistant Department Director position from the Classified Service.docx




THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Musheerah Little, Interim Director, Department of General Services 

SUBJECT: Exemption of 1.00 Assistant Director Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Department of General Services (DGS) is requesting to exempt one position from the Classified Service. This position will oversee the administrative section of DGS and aid the Department Director to support both core operational needs of the department and citywide efforts.

The Assistant Director is needed to support the Department of General Services Director in managing Fleet and Facilities Operations, developing, and implementing departmental policy, and managing the consolidated administrative division as part of the department's organizational restructure. The Department of General Services areas of focus have grown in both Fleet Operations and Facilities Services. Specifically, DGS is directly involved in electrification of the City's fleet and related infrastructure as required by the California Air Resources Board, planning for the electrification of City facilities as required by the Mayor's Zero Emissions Municipal Buildings & Operations Policy (ZEMBOP), and increased homelessness program support activities.

The Assistant Director will be essential in leading a centralized administrative section for the Department of General Services and will be responsible for:

- Oversight of the department's budgets, contracts, human resources, and personnel functions.
- Assist the department director in leading the implementation of Zero Emission Vehicles and the Zero Emission Municipal Building Operations Policy.
- Lead efforts to proactively identify and support creative and viable business solutions for efficient facilities services and fleet operations.
- Provide focused leadership for enhanced customer service and customer satisfaction.
- Manage diversity in the workplace and encourage high-performing teams.
- Represent the department before a variety of governing bodies within the City, including oversight committees, City Council, Civil Service Commission, etc.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 5, 2023

- Participate in negotiations with a variety of agencies working closely with elected officials, community leaders, and representatives from those agencies to achieve resolutions or decisions.
- Cultivate relationships with key regulatory agencies to ensure all regulatory requirements and milestones are met.
- Represent the department at various industry and professional forums.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Alia Khouri, Deputy Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt Three Program Manager Positions and Seven Program Coordinator Positions from the Classified Service

---

Attached are requests from the Human Resources Department to exempt three Program Manager positions and seven Program Coordinator positions from the Classified Service.

One Program Manager position will oversee the Employee Resource Center. This position will work with City departments and community stakeholders to identify critical resources for City employees in need of housing, financial, and family support; design a resource strategy that includes services to address employee needs; oversee the City's critical response program for employees experiencing homelessness; identify housing solutions and provide crisis management and benefits for housing stability issues; partner with agencies for permanent housing and support services; and develop and administer human resource related initiatives, program, and policies affecting the Employee Resource Center.

One Program Manager position will oversee the Recruiting and Retention Section. This position will identify critical position gaps and design a recruitment strategy that includes preparing, sourcing, screening, selecting, hiring, and onboarding Unclassified employees; oversee the City's Compensation Philosophy, monitor compensation trends, and provide guidance to the City's Executive Team regarding Unclassified compensation adjustments; and develop human resource policies, initiatives, and programs related to the recruiting and retention of Unclassified employees.

One Program Manager position will serve as a Senior Human Resources Officer (HRO). This position will serve as liaison to all City departments by providing guidance and policy advice on labor employment issues and regulations, the meet and confer process, grievance resolution, disciplinary actions and appeals, leave provisions, federal and state employment and labor laws, and rewards and recognition programs; participate in labor negotiations and analyze proposals before meeting and conferring with the impacted employee organizations; and develop human resource policies affecting labor and employee relations.

Two Program Coordinator positions will support the Employee Resource Center. These positions will implement resource strategies that include services to address employee needs; assist with accessing social service programs; implement the City's critical response program for employees experiencing homelessness; identify housing solutions and provide crisis management and benefits; partner with agencies for permanent housing and support services; and develop human resource related policies, initiatives, and programs affecting the Employee Resource Center.

Two Program Coordinator positions will support the Recruiting and Retention Program. These positions will liaison with City departments to identify critical position gaps; implement




recruitment strategies; implement the City's Compensation Philosophy; monitor compensation trends; provide guidance to City departments regarding Unclassified compensation adjustments; and develop human resource policies, initiatives, and programs related to the recruitment and retention of Unclassified employees.

Two Program Coordinator positions will serve as Human Resources Coordinators. One position will be assigned to perform employee relations duties such as liaising with City departments to provide guidance and policy advice on various employment issues such as City policies and regulations, grievance resolution, federal and state labor laws, and rewards and recognition programs; implement employment related trainings and provide ongoing mentoring; represent the City on various City committees; and develop human resource policies affecting employee relations. The second position will be assigned to perform labor relations duties such as assisting City liaisons with the six Recognized Employee Organizations; assist in meet and confer processes; make presentations to the Mayor, City Council, and management; facilitate Labor Management Committee meetings; provide guidance, policy advice, and trainings; and develop human resource policies, initiatives, and programs related to labor relations.

One Program Coordinator position will oversee the City's Veteran Engagement Program. This position will work with the Personnel Department and Government Affairs Department to formulate new policies and strategies to increase veteran recruitment and hiring; develop relationships with military installations and the Veteran's Affairs Office; represent the Mayor's Office at community events; coordinate a Veteran employee working group; and develop policies, legislative concepts, and funding priorities pertaining to military and veteran communities.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that these requests be approved.



Douglas Edwards  
Personnel Director

DE:RM:km

- Attachments:
1. Exemption of a Program Manager Position Request
  2. Exemption of a Program Manager Position Request
  3. Exemption of a Program Manager Position Request
  4. Exemption of Two Program Coordinator Positions Request
  5. Exemption of Two Program Coordinator Positions Request
  6. Exemption of Two Program Coordinator Positions Request
  7. Exemption of a Program Coordinator Position Request





THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Julie Rasco, Director, Human Resources Department *JR*

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

---

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Human Resources Department is requesting to exempt one position from the Classified Service. This position will oversee the Employee Resource Center.

Under the Direction of the Human Resources Department Deputy Director, the Employee Resource Center Program Manager will have significant responsibilities for developing, coordinating, and administering human resource related initiatives, policies and programs affecting the Employee Resource Center. Serving as a strategic business partner, the position will work with City Departments and community stakeholders to identify critical resources for City employees in need of housing, financial, and family support services. The position will design a targeted resource strategy that includes core services to address the employees' needs and aid with accessing social service programs. Additionally, the position will oversee the City's critical response program for employees experiencing homelessness: identify immediate housing solutions, provide crisis management, access mainstream benefits that are important to addressing issues impacting housing stability, and work with partnering agencies for permanent housing and supportive service program linkages.

The duties of the Employee Resource Center Program Manager position are at a level commensurate to the responsibilities and authority of a Program Manager position who supervises and manages confidential and high priority programs.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 05, 2023

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Julie Rasco, Director, Human Resources Department *JR*

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

---

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Human Resources Department is requesting to exempt one position from the Classified Service. This position will oversee the Recruiting and Retention Section.

Under the Direction of the Human Resources Department Deputy Director, the Recruiting and Retention Program Manager will have significant responsibilities for developing, coordinating, and administering human resource related initiatives, policies and programs affecting the Recruiting and Retention of Unclassified employees. Serving as a strategic business partner, the position will work with City Departments to identify critical position gaps and design a targeted full-cycle recruitment strategy that includes the preparing, sourcing, screening, selecting, hiring, and onboarding of Unclassified positions. Additionally, the position will oversee the City's Compensation Philosophy, monitor compensation trends, and provide guidance to the City's Executive Team regarding Unclassified Compensation adjustments. Currently the Human Resources Department does not have any positions dedicated to the Recruiting and Retention of Unclassified employees, significantly impacting the City's ability to recruit and retain top talent. Lack of qualified applicants for Unclassified positions affects the City's ability to deliver critical services, impacting the health, safety, and vitality of the City and its communities.

The duties of the Recruiting and Retention Program Manager position are at a level commensurate to the responsibilities and authority of a Program Manager position who supervises and manages confidential and high priority programs.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Page 2

Civil Service Commission

via Douglas Edwards, Personnel Director

May 05, 2023

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer

Julie Perez-Rasco, Human Resources Director

Rolando Charvel, Department of Finance Director and City Comptroller

Nicholas O'Donnell, Principal Accountant, Department of Finance





THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Julie Rasco, Director, Human Resources Department *JR*

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a)(17) of the City Charter, the Human Resources (HR) Department is requesting to exempt one position from the Classified Service. The Program Manager position will be assigned as a Senior Human Resources Officer under the supervision of the Department Assistant Director.

The Human Resources Program Manager position will have significant responsibilities for developing, coordinating, and administering human resource related initiatives, policies and programs affecting labor and employee relations within the City of San Diego. This position will perform high level employee relations and labor relations functions to support the continuously evolving and increasingly complex needs of City departments, department management, employees, and the six recognized employee organizations (REOs). Serving as a strategic business partner, the position will assist City Departments, providing guidance and policy advice to department management and employees on various employment issues which have potential legal and financial implications for the City, such as application and interpretation of City policies, regulations, and MOUs; fact-finding and investigatory interviews; progressive and property rights level disciplinary actions and appeals; grievance resolutions; leave provisions; federal and state employment and labor laws; rewards and recognition programs; and other employer/employee relation initiatives and matters. These positions will also facilitate critical employment related trainings and ongoing mentoring to supervisory and management staff, assist with change management initiatives, represent the City on various City committees, and handle special projects and assignments per Executive Team directives. The position will also perform labor relations duties and provide assistance to the City's liaisons to the six REOs; assist the table leads and serve as back-up during successor Memorandum of Understanding (MOU) negotiations; assist in meet and confer processes over City or department proposals that result in change in MOU language via a side letter agreement; facilitate meet and confer processes over departmental proposals that have impacts to mandatory subjects of bargaining under the Meyers-Milias-Brown Act (MMBA); review and prepare presentation materials for the Mayor, Council, and City Management for purposes of Council Meetings, Closed Session, and briefings; facilitate Labor Management Committee meetings; provide guidance, policy advice, and

Page 2

Civil Service Commission

via Douglas Edwards, Personnel Director

May 05, 2023

communication strategy to department management regarding labor relations issues; and support the City's goal to maintain a good working relationship with the REOs. These positions will also provide critical human resources trainings, assist with change management initiatives, represent the City on various City committees, and handle special projects and assignments such as facilitation of meet and confers related to (1) contracting out requests, (2) Administrative Regulations (AR) and Department Instructions per AR 1.0, and (3) new legislations; oversight of the periodic Total Compensation Surveys, annual Salary Ordinance process, and as-needed Request for Proposals; and review and update of departmental forms and documents consistent with negotiated terms of the successor MOUs.

The HR Department supports every department and office within the City and endeavors to provide excellent, knowledgeable, and timely customer service. In addition, the HR Department participates heavily in contract negotiations and meet and confers with all six REOs. Therefore, additional staff are needed to help with the heavy workload in the areas noted above. Based on the demand and service level requested by City departments and REOs, as well as the level of complexity of duties and the knowledge, authority, and independence of action required to successfully accomplish these tasks, the Program Manager level is the appropriate position that will achieve the department's goal.

This position requires an increased level of working knowledge of local, state, and federal employment and labor laws, including the MMBA, MOUs, and City policies; strong political acumen; ability to work independently and make sound consequential judgments based on available information; excellent written and verbal communication skills; and a high level of sensitivity and professional demeanor toward department management, employees, and REOs. For the reasons listed above, the HR Department believes that this position should be exempt from the Classified Service.

Charter Section 117 states that Unclassified Service employment category shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer

Julie Perez-Rasco, Human Resources Director

Rolando Charvel, Department of Finance Director and City Comptroller

Nicholas O'Donnell, Principal Accountant, Department of Finance



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Julie Rasco, Director, Human Resources Department *JR*

SUBJECT: Exemption of 2.00 Program Coordinator Positions from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Human Resources Department is requesting to exempt two positions from the Classified Service. These positions will support the Employee Resource Center.

Under the Direction of the Employee Resource Center Program Manager, the Employee Resource Center Program Coordinators will have significant responsibilities for coordinating and administering human resource related initiatives, policies and programs affecting the Employee Resource Center. Serving as strategic business partners, the positions will work with City Departments and community stakeholders to identify and assist employees in need of housing, financial, and family support services. The positions will execute targeted resource strategies that include core services to address the employees' needs and aid with accessing social service programs. Additionally, the position will execute the City's critical response program for employees experiencing homelessness: identify immediate housing solutions, provide crisis management, access mainstream benefits that are important to addressing issues impacting housing stability, and work with partnering agencies for permanent housing and supportive service program linkages.

The duties of the Employee Resource Center Program Coordinator positions are at a level commensurate to the responsibilities and authority of a Program Coordinator position who supervises and manages confidential and high priority programs.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 05, 2023

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance





THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Julie Rasco, Director, Human Resources Department *JR*

SUBJECT: Exemption of 2.00 Program Coordinator Positions from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Human Resources Department is requesting to exempt two positions from the Classified Service. These positions will execute the City's Recruiting and Retention program under the supervision of a Program Manager.

The Recruiting and Retention Program Coordinator positions will have significant responsibilities for executing human resource related initiatives, policies and programs affecting the Recruiting and Retention of Unclassified employees. Serving as strategic business partners, the positions will work with City Departments to identify critical position gaps and execute targeted full-cycle recruitment strategies that include the preparing, sourcing, screening, selecting, hiring, and onboarding of Unclassified positions. Additionally, the positions will execute the City's Compensation Philosophy, monitor compensation trends, and provide guidance to City Departments regarding Unclassified Compensation adjustments. Currently the Human Resources Department does not have any positions dedicated to the Recruiting and Retention of Unclassified employees, significantly impacting the City's ability to recruit and retain top talent. Lack of qualified applicants for Unclassified positions affects the City's ability to deliver critical services, impacting the health, safety, and vitality of the City and its communities.

The duties of the Recruiting and Retention Program Coordinator positions are at a level commensurate to the responsibilities and authority of a Program Coordinator position who supervises and manages confidential and high priority programs.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Page 2

Civil Service Commission

via Douglas Edwards, Personnel Director

May 05, 2023

I respectfully request the Civil Service Commission's support to exempt these positions from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer

Julie Perez-Rasco, Human Resources Director

Rolando Charvel, Department of Finance Director and City Comptroller


Nicholas O'Donnell, Principal Accountant, Department of Finance




THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Julie Rasco, Director, Human Resources Department 

SUBJECT: Exemption of 2.00 Program Coordinator Positions from the Classified Service

---

Pursuant to Article VIII, Section 117(a)(17) of the City Charter, the Human Resources (HR) Department is requesting to exempt two positions from the Classified Service. The Program Coordinator positions will be assigned as HR Coordinator under the supervision of a Program Manager.

The Human Resources Program Coordinator positions will have significant responsibilities for developing, coordinating, and administering human resource related initiatives, policies and programs affecting labor and employee relations within the City of San Diego. These positions will perform higher level employee relations and labor relations functions to support the continuously evolving and increasingly complex needs of City departments, department management, employees, and the six recognized employee organizations (REOs).

Employee Relations. Program Coordinators who will be assigned to perform employee relations duties will act as liaisons to City Departments, providing guidance and policy advice to department management and employees on various employment issues which have potential legal and financial implications for the City, such as application and interpretation of City policies, regulations, and MOUs; fact-finding and investigatory interviews; progressive and property rights level disciplinary actions and appeals; grievance resolutions; leave provisions; federal and state employment and labor laws; rewards and recognition programs; and other employer/employee relation initiatives and matters. These positions will also facilitate critical employment related trainings and ongoing mentoring to supervisory and management staff, assist with change management initiatives, represent the City on various City committees, and handle special projects and assignments per Executive Team directives.

Labor Relations. Program Coordinators who will be assigned to perform labor relations duties will provide assistance to the City's liaisons to the six REOs; assist the table leads and serve as back-up during successor Memorandum of Understanding (MOU) negotiations; assist in meet and confer processes over City or department proposals that result in change

Page 3

Civil Service Commission

via Douglas Edwards, Personnel Director

May 05, 2023

in MOU language via a side letter agreement; facilitate meet and confer processes over departmental proposals that have impacts to mandatory subjects of bargaining under the Meyers-Milias-Brown Act (MMBA); review and prepare presentation materials for the Mayor, Council, and City Management for purposes of Council Meetings, Closed Session, and briefings; facilitate Labor Management Committee meetings; provide guidance, policy advice, and communication strategy to department management regarding labor relations issues; and support the City's goal to maintain a good working relationship with the REOs. These positions will also provide critical human resources trainings, assist with change management initiatives, represent the City on various City committees, and handle special projects and assignments such as facilitation of meet and confers related to (1) contracting out requests, (2) Administrative Regulations (AR) and Department Instructions per AR 1.0, and (3) new legislations; oversight of the periodic Total Compensation Surveys, annual Salary Ordinance process, and as-needed Request for Proposals; and review and update of departmental forms and documents consistent with negotiated terms of the successor MOUs.

The HR Department supports every department and office within the City and endeavors to provide excellent, knowledgeable, and timely customer service. In addition, the HR Department participates heavily in contract negotiations and meet and confers with all six REOs. Therefore, additional staff are needed to help with the heavy workload in the areas noted above. Based on the demand and service level requested by City departments and REOs, as well as the level of complexity of duties and the knowledge, authority, and independence of action required to successfully accomplish these tasks, the Program Coordinator level (higher autonomy than the HR Analyst Series but with the guidance of a Program Manager) is the appropriate position that will achieve the department's goal.

These positions require an increased level of working knowledge of local, state, and federal employment and labor laws, including the MMBA, MOUs, and City policies; strong political acumen; ability to work independently and make sound consequential judgments based on available information; excellent written and verbal communication skills; and a high level of sensitivity and professional demeanor toward department management, employees, and REOs. For the reasons listed above, the HR Department believes that these positions should be exempt from the Classified Service.

Charter Section 117 states that Unclassified Service employment category shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt these positions from the Classified Service.

Thank you for your consideration.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director



Page 3

Civil Service Commission

via Douglas Edwards, Personnel Director

May 05, 2023

Rolando Charvel, Department of Finance Director and City Comptroller

Nicholas O'Donnell, Principal Accountant, Department of Finance



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *BE*

FROM: Julie Rasco, Director, Human Resources Department *je*

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Human Resources Department is requesting to exempt one position from the Classified Service. This position will execute the City's Veteran Engagement Program under the supervision of a Program Manager.

The Veteran Engagement Program Coordinator position will have significant responsibilities for executing initiatives, policies, and programs affecting the engagement of Military Veterans. Serving as a strategic business partner, the position will:

- Work with Personnel and Government Affairs Departments to formulate new policies and strategies to increase veteran recruitment into City employment.
- Coordinate and develop relationships with local leadership at military installations and Veterans Affairs office/s
- Represent the Mayor's office at community events, including and not limited to: San Diego Military Advisory Council, San Diego Veteran's Coalition, San Diego Coast Guard City Committee, etc.
- Brief and staff the Mayor at community events pertaining to military and veterans' communities.
- Coordinate the City of San Diego veteran employee working group.
- In partnership with the Deputy Director of Government Affairs, communicate, engage, and execute strategies put forward by the Mayor's Military, Veteran, and Families Advisory Council.
- Work with the Department of Government Affairs and the Mayor's Policy team to compile policy ideas, legislative concepts, and funding priorities pertaining to military and veteran communities.

The duties of the Veteran Engagement Program Coordinator position are at a level commensurate to the responsibilities and authority of a Program Coordinator position who supervises and manages confidential and high priority programs.

Page 2

Civil Service Commission

via Douglas Edwards, Personnel Director

May 05, 2023

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer

Julie Perez-Rasco, Human Resources Director

Rolando Charvel, Department of Finance Director and City Comptroller

Nicholas O'Donnell, Principal Accountant, Department of Finance



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt an Assistant Deputy Director Position and a Program Coordinator Position from the Classified Service

---

Attached are requests from the Department of Information Technology to exempt an Assistant Deputy Director position and a Program Coordinator position from the Classified Service.

The Assistant Deputy Director position will oversee the architecture, design, analysis, administration, and engineering of the enterprise information technology environment. This position will develop policies, programs, and procedures related to the enterprise; manage third party vendors to ensure systems are well architected and designed; provide technical outreach and direction for operations; and implement and coordinate policies, procedures, and standards.

The Program Coordinator position will manage the City's digital equity initiative, SD Access 4 All. This position will develop the SD Access 4 All digital equity program and services to increase community technology access outcomes; manage the coordination of public/private, interagency, and interdepartmental partnerships and support associated Climate Action Plan actions; manage procurement for the program's equipment and materials; oversee competitive technology access project grants; and develop policies on the delivery of Citywide infrastructure and digital equity.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."



Page 2  
Civil Service Commission  
May 26, 2023

Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that these requests be approved.



Douglas Edwards  
Personnel Director

DE:RM:km

Attachments: 1. Exemption of an Assistant Deputy Director Position Request  
2. Exemption of a Program Coordinator Position Request


I:\CSC\CSC Items\2023\6. June 1, 2023\Requests from the Department of Information Technology to exempt an Assistant Deputy Director position and a Program Coordinator position from the Classified Service.docx



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Darren Bennett, Chief Information Security Officer, Department of  
Information Technology

SUBJECT: Exemption of 1.00 Assistant Deputy Director Position from the Classified  
Service

---

Per Article VIII, Section 117(a) 17 of the City of San Diego City Charter, the Department of Information Technology is requesting to exempt one (1.00 FTE) Assistant Deputy Director position from Classified Service. The position in the Department of Information Technology (IT) is essential for the successful delivery of the services needed by the city and our residents. The responsibilities of this new position are more comparable to policy and managerial roles.

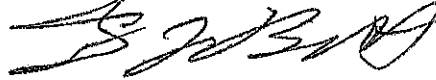
This position reports to the Assistant Director of IT and will, with minimal supervision, manage Department of IT staff and related contractors in the architecture, design, analysis, administration, and engineering of the enterprise IT environment. The role will include creating and managing policies and procedures related to the enterprise, managing third-party vendor(s) to ensure systems are well architected and designed to provide efficient, cost-effective solutions. The position will also be responsible for implementing and coordinating policies, procedures, and standards; serve as a liaison within the City; and provide technical outreach to our affiliate and subsidiary operations. This position will be required to attend upper-level management meetings to formulate city policies and programs, and present to city leadership. This position, like the existing Assistant Department Director position, will also provide direction to multiple groups within the department and have managers reporting to them. The need for this role has developed because of the growth in services and scope of responsibilities that the Department of IT must provide to continue to support growing services such as SD Access 4 All, Digital Equity, Payment Card Industry (PCI), Cyber Security, Cloud, Technology Infrastructure, and more.

Charter Section 117 states that the Unclassified Service employment category shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 5, 2023

receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council." I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.



Darren Bennett  
Chief Information Security Officer


cc: Eric Dargan, Chief Operating Officer  
Matthew Vespi, Chief Information Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance  
Jonathan Behnke, Chief Information Officer, Department of IT  
Bill Walker, Finance Manager, Department of Information Technology



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Darren Bennett, Chief Information Security Officer, Department of Information Technology

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

---

Per Article VIII, Section 117(a) 17 of the City of San Diego City Charter, the Department of Information Technology (DoIT) is requesting to exempt one (1.00 FTE) Program Coordinator position from Classified Service.

The Department of Information Technology provides citywide oversight regarding technology strategy, digital infrastructure deployment, and public technology access via the City's digital equity initiative, SD Access 4 All. The overarching goal of SD Access 4 All is to ensure all residents have equitable access to high quality broadband connectivity, access to devices, and the tools and skills necessary to use technology which are essential for San Diegans to thrive economically. Recently, CA Senate Bill 156 and the Federal Infrastructure Investment and Jobs Act were signed into legislation. These bills released over \$50 Billion in funding for digital equity programs and broadband infrastructure projects to local jurisdictions statewide over the next three years. Most of the \$50 Billion is projected to be deployed through competitive grants. The City of San Diego will be competing with other California municipalities for these grant funds.

The Program Coordinator will have significant responsibilities essential to operations, digital equity policy development and implementation, as well as the scaling of SD Access 4 All digital equity programs and services to increase community technology access outcomes. This position will manage the coordination of public/private, interagency, and interdepartmental partnerships to further initiative objectives and support associated Climate Action Plan actions. The role will manage budget monitoring and procurement for SD Access 4 All program equipment and materials. This position will be responsible for managing onboarding, training, and tasks for a team of Digital Navigator student interns.

The Program Coordinator will manage the support of the successful delivery of effective citywide infrastructure broadband project development and deployment related to the Broadband Master Plan. This position will provide professional support in the coordination, acquisition, administration, and/or oversight of citywide competitive technology access project grants.

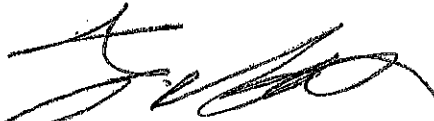


Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 5, 2023

Charter Section 117 states that the Unclassified Service employment category shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.



Darren Bennett  
Chief Information Security Officer

cc: Eric Dargan, Chief Operating Officer  
Matthew Vespi, Chief Information Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance  
Jonathan Behnke, Chief Information Officer, Department of IT  
Bill Walker, Finance Manager, Department of Information Technology



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt a Deputy Director Position and a Program Manager Position from the Classified Service

---

Attached are requests from the Parks and Recreation Department to exempt a Deputy Director position and a Program Manager position from the Classified Service.

The Deputy Director position will oversee the new Citywide Park Maintenance Division. This position will be responsible for managing park maintenance for the department; overseeing the operations of maintenance at all park facilities, centers, and areas; developing policies and procedures related to Citywide park maintenance; developing the division's budget; and implementing, monitoring, and evaluating operations in coastal, open space, developed regional parks, facilities, and recreation sites.

The Program Manager position will manage the Get It Done (GID) platform. This position will oversee the GID platform which includes quality assurance, service delivery, report generation, trend analysis, and customer support; develop and implement policies and procedures related to improving operational efficiencies for GID tracking and finding ways to maximize the platform; evaluate effectiveness and processing times; identify trends by analyzing data from GID; document, analyze, and implement system changes and requirements; develop training on the GID platform; manage the Ask Parks customer interface; and integrate internal controls, policies, and procedures.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that these requests be approved.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:RM:km

Attachments: 1. Exemption of a Deputy Director Position Request  
2. Exemption of a Program Manager Position Request

I:\CSC\CSC Items\2023\6. June 1, 2023\Requests from the Parks and Recreation Department to exempt a Deputy Director position and a Program Manager position from the Classified Service.docx



THE CITY OF SAN DIEGO

## M E M O R A N D U M

RECEIVED

MAY 25 2023

PERSONNEL DIRECTOR

DATE: May 4, 2023

TO: Civil Service Commission  
Via Douglas Edwards, Director, Personnel Department *DE*

FROM: Andy Field, Director, Parks and Recreation Department

SUBJECT: Exemption of 1.00 Deputy Director Position from the Classified Service

---

Pursuant to Article VIII, Section 117(a) of the City Charter, the Parks and Recreation Department is requesting that the Civil Service Commission review and exempt one Deputy Director position from the Classified Service to create the new Citywide Maintenance Division. The position will report to the Assistant Director and will manage the centralized maintenance for the entire Department.

The Parks and Recreation Department is comprised of 1052.30 FTE budgeted positions, total Department expenditures exceed \$200 million and the Department collects over \$100 million in revenue. The Department has direct impact to service delivery to the public. The parks system is one of the largest in the country with over 42,000 acres of park assets, 25.9 miles of oceanfront shoreline, open spaces, and over 60 recreation and community centers. The department manages a number of special funds, including the Environmental Growth Fund, Maintenance Assessment Districts, Golf Course Fund, Los Peñasquitos Canyon Preserve Fund, and several capital funding sources.

The Department is currently comprised of six divisions, for Fiscal Year 2024, the proposed budget is proposing the creation of two new divisions: Citywide Recreation Services and Citywide Park Maintenance Services. Each of the existing divisions and proposed new divisions are outlined below:

- **Administration Division:** Provides administrative tools and resources for management of the department, including budget administration, safety and training, asset management, grants administration, public information, information technology, recreation center programming, the Employ and Empower Internship Program, volunteer management and coordination, financial management, and information technology management.
- **Community Parks I Division:** Serves the neighborhood community parks and recreational facilities including neighborhood parks, mini-parks, community parks, recreation centers and school joint-use sites within Council Districts 1, 2, 5, 6, and

7. The division is responsible for the Downtown maintenance and Naval Training Center Park.
- **Community Parks II Division:** Serves neighborhood community parks and recreational facilities including neighborhood parks, mini-parks, community parks, recreation centers, and school joint-use sites within Council Districts 3, 4, 8, and 9. The division is responsible for the Citywide Aquatics Program and Mount Hope Cemetery.
  - **Developed Regional Parks Division:** Regional Park operations and maintenance, including Balboa Park, Mission Bay, Shoreline, and Presidio Hill. The Division is also responsible for the city-wide park maintenance services including mowing, sweeping, aquatic features, park forestry and irrigation.
  - **Golf Operations Division:** The Division is responsible for the overall management of the City's municipal golf complexes at Balboa Park, Mission Bay and Torrey Pines, the site of the 108th United States Open Golf Championship and the Farmers' Insurance Open.
  - **Open Space Division:** The Division is responsible for the overall Open Space coordination and Open Space Regional park management of Mission Trails, Otay Valley, Tecolote, Marian Bear, Rose Canyon, Los Peñasquitos, Black Mountain, and the overall San Diego River Planning Support. The Division is also responsible for 49 city-wide Maintenance Assessment Districts (MADs), and Median Maintenance.
  - **New-Recreation Services Division:** The Division is responsible for the management and implementation of centralized recreation services, including recreation equity, the Opportunity Fund, recreation contract services, and recreation center funds. Centralized recreation services provide programs, activities, classes, and events that meet the community's needs. The division manages the Come Play Outside and Parks After Dark programs. As part of the Proposed Fiscal Year 2024 Budget, the Division is receiving staff and funding from the Community Parks II Division and Developed Regional Parks Division for the following programs: AgeWell Services, Therapeutic Services Program, and the Civic Dance Program.
  - **New- Citywide Park Maintenance Division:** The Division is responsible for the centralized management of parks maintenance across the Department. As part of the Fiscal Year 2024 proposed budget, the Division is slated to receive approximately \$19.1 million and 123 full-time equivalent positions from Developed Regional Parks. This is primarily comprised of the Citywide Parks Maintenance unit, and the deputy director will directly supervise 1.00 Program Manager (Get It Done), 2.00 District Managers, and 2.00 Senior Planners. In the future, this position may also supervise an analyst, which is not currently in the budget proposal. This Division will be the nucleus for future expansion of the maintenance program.



The Department's intent is to add a Deputy Director position to manage the new Citywide Park Maintenance Division. This will help relieve span of control concerns with the existing Developed Regional Parks Division and help to build a career pathway for maintenance professionals. This effort will create new training opportunities, mentorship, standards for maintenance frequency and service level standards, equitable outcome-based services, and specialized services for unique maintenance needs. The Division will create efficiencies in maintenance consistent with the new Parks Master Plan.

Under the general direction of the Assistant Director, the new Deputy Director position perform complex managerial department-wide maintenance, manage the day-to-day operations of department-wide maintenance, implementing, monitoring, and evaluating operations in coastal, open space, developed regional parks, facilities, and recreation sites. The Deputy Director position will have the following duties:

- Plan, organize, assign, and supervise various units engaged in the maintenance of park and public facilities, including emergency response, preventive and reactive maintenance, capital project planning, project management, and budget administration
- Oversee the operations of Citywide Maintenance at all recreation centers, parks, aquatics, neighborhood parks, skate parks, mini parks, joint use sites, afterschool/teen program sites, sports fields, cemetery, tennis courts, gyms, dog parks/off leash areas, other public facilities, and the downtown enhancement program
- Provide guidance on maintenance of turf, hard courts, playgrounds, trees, related infrastructure, water and storm water management; development of maintenance agreements; and working with developer representatives for recreation easements
- Coordinating and acting as a department liaison with Engineering and Capital Projects, Department Real Estate Assets and Airport Management, Economic Development, Planning and Development Services Departments, Mayor's Office, and Council Offices
- Manage and oversee policies and procedures related to Citywide park maintenance
- Lead budget development for the division, including operating and capital infrastructure budget

Charter Section 117 states that Unclassified Service employment category shall include "managerial employees having significant responsibilities for formulating and administering Department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Page 4  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 4, 2023

I respectfully request the Civil Service Commission's support to exempt this Deputy Director position from the Classified Service.

Thank you for your consideration of this request.

A handwritten signature in blue ink, appearing to read "Andy Field".

Andy Field  
Parks and Recreation Director

Attachment 1: Proposed Organization Chart Parks and Recreation Department

cc: Eric Dargan, Chief Operating Officer  
Matthew Vespi, Chief Financial Officer  
Kristina Peralta, Deputy Chief Operating Officer  
Ronaldo Charvel, Director and City Comptroller, Department of Finance  
Julie Perez-Rasco, Director, Human Resources Department  
Nicholas O'Donnell, Principal Accountant, Department of Finance



THE CITY OF SAN DIEGO


## M E M O R A N D U M

RECEIVED

MAY 25 2023

PERSONNEL DIRECTOR

DATE: May 4, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Andy Field, Director, Parks and Recreation

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) of the City Charter, the Parks and Recreation Department is requesting that the Civil Service Commission review and exempt one Program Manager position from the Classified Service in the Citywide Park Maintenance Division. The position will report to the Deputy Director, will manage Get It Done (GID), and supervise the team that conducts data analytics and timely completion of customer requests.

Key tasks of the position include the following:

- Develop and implement policies and procedures aimed at operational efficiencies for GID tracking thorough the park system
- Serve as management liaison with Performance and Analytics, Office of Race and Equity, and other stakeholder departments
- Document and analyze system changes (requirements) and follow through with process improvement
- Develop training materials and facilitate training on GID platform
- Oversee GID platform related to quality assurance and service delivery, including report generation, trend analysis, business intelligence, customer support, and survey management
- Evaluate effectiveness and processing times for customer requests in an equitable manner
- Identify trends in the nature of GID requests and determine if staffing changes are necessary to address these trends
- Analyze data from the GID system to identify parks that are routinely reported in GID
- Work with all division deputy directors throughout Department to determine if staffing, performance, and service levels are sufficient to ensure neat and clean parks

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 4, 2023

- Participate in resolution of issues including customer interactions, which may involve de-escalation and customer service techniques
- Ensure all park divisions prioritize GID requests, complete necessary tasks to complete these requests, and report their progress in a timely manner
- Develop and implement policies to improve efficiencies for GID and find ways to maximize the platform to include permitting, maintenance, and other areas
- Manage Ask Parks customer interface
- Perform other duties as assigned and special projects

The Program Manager will work to integrate internal controls, policies, and procedures, mitigate potential liability issues and maintain consistent communication with stakeholder departments including San Diego Police Department, Environmental Services Department, and Department of General Services among others.

The Program Manager will work closely with Unclassified Leadership to align internal processes with public concerns, community stakeholders, elected officials and other interested parties.

Charter Section 117 states that Unclassified Service employment category shall include "managerial employees having significant responsibilities for formulating and administering Department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council".

I respectfully request the Civil Service Commission's support to exempt this Program Manager position from the Classified Service.

Thank you for your consideration of this request.



Andy Field  
Parks and Recreation Director

Attachment: 1. Proposed Organization Chart Parks and Recreation Department

cc: Eric Dargan, Chief Operating Officer  
Matthew Vespi, Chief Financial Officer  
Kristina Peralta, Deputy Chief Operating Officer  
Ronaldo Charvel, Director and City Comptroller, Department of Finance  
Julie Perez-Rasco, Director, Human Resources Department  
Nicholas O'Donnell, Principal Accountant, Department of Finance





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt a Program Coordinator Position from the Classified Service

---

Attached is a request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service.

The Program Coordinator position will assist the Customer Service Division by overseeing the Get It Done/Salesforce platform. This position will perform technical program management activities to improve the digital services utilized by customers and employees; implement new technology and features to Get It Done; monitor and deliver fixes and updates to keep system operational; and develop technical policies and procedures for the implementation and upkeep of the digital customer services program to include program development, maintenance, and contracting requirements.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director

DE:RM:km

Attachment: 1. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2023\6. June 1, 2023\Request from the Performance and Analytics Department to exempt a Program Coordinator position from the Classified Service.docx



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Alex Hempton, Acting Director, Performance & Analytics Department  
*Alexander Hempton*

SUBJECT: Exemption of 1.00 (Program Coordinator) Position from the Classified Service

---

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Performance and Analytics Department is requesting to exempt one position from the Classified Service. This position will perform technical program management activities as part of efforts to improve the digital services that customers and employees utilize when interacting with the Public Utilities Department's Customer Service Division.

This position will be dedicated to assisting the Public Utilities Department's (PUD) Customer Service Division in implementing new technology and eventually new features to Get It Done, such as the ability for customers to start and stop services, update account information, check account balances, and pay bills. Once the new services are live, the position will be responsible for monitoring and addressing issues; and they will be tasked with delivering fixes and updates, as required, to keep the system operational. This position will be responsible for developing technical policies and procedures for the implementation and upkeep of the PUD digital customer services program.

This position is expected to improve the experience for PUD customers and employees, as well as alleviate the call volume received by PUD requesting changes to services, allowing increased capacity to address other customer service issues.

This position is essential to the execution of this program because current staff in Performance and Analytics do not have the capacity to dedicate the time required to launch and monitor a new program.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 5, 2023

the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt a Program Coordinator Position from the Classified Service

---

The Personnel Department is requesting the exemption of a Program Coordinator position from the Classified Service.

This request is being made in order to recruit more qualified applicants to fill the numerous vacancies in the City of San Diego. We need to ensure that we connect with as many potential applicants as possible to increase interest in working for the City.

The Program Coordinator position will provide managerial oversight of the Recruiting Section. This position will be responsible for managing Classified recruitment efforts Citywide; reviewing and recommending changes and/or modifications to policies, as well as Civil Service Rules and Personnel Regulations to ensure the department is effectively delivering the most effective personnel services to meet the City's hiring and recruiting needs; researching, analyzing, and formulating policies to increase the recruiting conversion rate; creating and administering effective job advertising strategies; and reviewing, evaluating, and making recommendations on the most efficient use of technology to attract and recruit the most qualified candidates.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

A handwritten signature in blue ink, appearing to read "Douglas Edwards".

Douglas Edwards  
Personnel Director

DE:RM:km





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt an Assistant Police Chief Position from the Classified Service

---

Attached is a request from the Police Department to exempt an Assistant Police Chief position from the Classified Service.

The Assistant Police Chief position will oversee the Office of Constitutional Policing and Strategic Planning. This position will implement and oversee compliance and reporting on federal, state, and local legislative mandates; develop policies and procedures related to constitutional policing and public safety; oversee the Force Analysis Unit that researches trends impacting public safety and the use of force; liaison with the Office of the City Auditor and the Office of the Independent Budget Analyst to identify strategic planning goals; liaison with the Commission on Police Practices and Citizen's Advisory Board on Police Practices on procedural and policy recommendations; develop a biannual strategic plan for the department; and present to the City Council, community groups, and boards on constitutional policing issues.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

A blue ink signature of Douglas Edwards, written in a cursive style.

Douglas Edwards  
Personnel Director


DE:RM:km


Attachment: 1. Exemption of an Assistant Police Chief Position Request



**The City of San Diego**  
**M E M O R A N D U M**

DATE: April 26, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM:  David Nisleit, Police Chief, Police Department

SUBJECT: Exemption of 1.00 Assistant Police Chief Position from the Classified Service

---

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the San Diego Police Department is requesting to exempt one position from the Classified Service. This position will oversee the Office of Constitutional Policing and Strategic Planning.

This Assistant Police Chief position in the Chief's Office will focus primarily on constitutional policing, including using force, racial bias and profiling, unlawful stops, searches, arrests, interactions with mentally ill persons and those experiencing homelessness, and the use of surveillance technologies. Each of these items are routinely discussed in San Diego during meetings involving the Citizens Advisory Board (CAB) and Commission of Police Practices (CPP) as well being agenda items for City Council meetings. Community members and elected officials are advocating for SDPD to enhance public trust and safety by further evaluating and updating its policies and procedures while quickly executing reforms measures like the Surveillance Ordinance recently enacted by City Council.

It is envisioned the Office of Constitutional Policing and Strategic Planning within the San Diego Police Department would have a new Assistant Chief with the following duties:

- Fulfilling public safety priorities and proposed reforms from community members and elected officials.
- Implementing and overseeing compliance and reporting on federal, state, and local legislative mandates across multiple Department units.
- Lead development of SDPD's policies and procedures with an emphasis on constitutional policing and public safety that also enhances legitimacy and trust in the Department.
- Direct the Force Analysis Unit and their research related to trends impacting public safety and uses of force that comply with the law and Department policies and procedures, along with developing training recommendations.
- Liaising with the Office of the City Auditor (OCA) and the Office of the Independent Budget Analyst (IBA) to identify staffing needs and strategic plans to meet sworn and civilian personnel goals.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
April 26, 2023

- Utilize data analytics for accountability, transparency and evidence-based decisions related to staffing patrol and investigative assignments citywide.
- Develop a biannual strategic plan for the Department with articulated goals and track its implementation.
- Work with OCA to develop responses and implementation of OCA recommendations.
- Administer internal auditing and compliance checks.
- Liaison with Commission on Police Practices and Citizens Advisory Board on Police Practices on procedural and policy recommendations.
- Identify and work with academic research partners to better understand and make informed decisions related to constitutional policing policy issues.
- Prepare and give periodic reports to community groups, as well as to boards and city council, on issues as requested or required by legislative mandates.
- Utilize tools and surveys that inform the Department of community sentiment related to trust and safety, as well as identify their highest priorities and implement strategies to address them.

The San Diego Police Department proposes creating a position to focus on the above-stated issues by directing resources dedicated to an Office of Constitutional Policing and Strategic Planning.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance





THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt Two Program Manager Positions and Six Program Coordinator Positions from the Classified Service

---

Attached are requests from the Public Utilities Department to exempt two Program Manager positions and six Program Coordinator positions from the Classified Service.

One Program Manager position will oversee the Investigations and Discipline Section. This position will provide guidance and recommendations on all fact-finding investigations, appeals, and discipline related matters; liaison with the Office of the City Attorney and Human Resources Department on property rights discipline; and develop and administer policies related to employee discipline, training, and timelines for investigations to meet federal regulations and ensure there are consistent policies throughout the department.

One Program Manager position will oversee Pure Water's Research and Development Program. This position will liaison with scientific and regulatory bodies to assist with operations and to resolve treatment and compliance issues; oversee reservoir modeling projects associated with potable reuse regulations; plan, perform, and communicate complex research projects related to potable reuse treatment and regulatory compliance; participate in the development and implementation of the department's Strategic Plan; represent the department at City Council meetings and other committee meetings; participate in negotiations with water and wastewater and environmental agencies; and develop policies for treatment and compliance issues with regulators, reservoir modeling, and the deployment of scientific equipment for testing and implementation.

One Program Coordinator position will oversee the Data and Analytics Section of the Information Technology Division. This position will develop and implement an organizational data strategy that is in line with current and future business needs; develop policies and procedures for data access and management; coordinate with stakeholders and vendors for the smooth functioning of enterprise data analytics and reporting; manage end-to-end data architecture to include selecting the platform, designing the technical architecture, and implementing proposed solutions; define and manage the flow of data; and represent the department before City, local, state, and federal regulatory groups and various business forums.

One Program Coordinator position will oversee the Cybersecurity Section of Industrial Controls Systems. This position will administer cybersecurity of Industry Controls Systems which involves creating and implementing protocols to protect against cyber threats and developing and implementing strategies to mitigate these risks; ensure the system adheres to the National Institute of Standards and Technology; manage and oversee the day-to-day operations of the cybersecurity administration team and ensure the system is up-to-date with security patches and



updates, and all system configurations are properly maintained; and develop policies and procedures for cybersecurity program development.

Two Program Coordinator positions will develop and implement improvements to operations and processes in the Customer Support Division. These positions will ensure the division's processes and documentation related to accounts and billing are current and consistent; evaluate how to implement shut offs fairly to impacted customers and in an operationally efficient manner such as performing extensive advance outreach or offering payment plans; monitor the operation of the Amazon Connect phone system software; ensure data tools are operating and addressing the needs of the Contact Center; develop additional digital tools for customers such as payment installation plans; develop a customer engagement initiative; develop the City's Help to Others assistance program; review payment status of current accounts and develop a plan to benefit customers; review current bill design and determine if the department billing system is appropriate; and research and analyze programs and policies employed by other water agencies to see if/how to modify operations.

Two Program Coordinator positions will oversee the Customer Contact Center. These positions will improve the operations of the division by determining the impacts of existing billing and customer service policies; recommend policies to address unbilled customer accounts; review other California customer center policies; collaborate on modifications and changes to existing policies and procedures; develop policies and processes regarding quality assurance; recommend and integrate new technologies for improved efficiencies to enhance the customer experience; and develop contact center policies based on customer feedback, best practices, emerging trends, and industry advancements.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that these requests be approved.



Douglas Edwards  
Personnel Director

DE:RM:km

- Attachments:
1. Exemption of a Program Manager Position Request
  2. Exemption of a Program Manager Position Request
  3. Exemption of a Program Coordinator Position Request
  4. Exemption of a Program Coordinator Position Request
  5. Exemption of Two Program Coordinator Positions Request
  6. Exemption of Two Program Coordinator Positions Request



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 3, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Lisa Celaya, Executive Assistant Director, Public Utilities Department

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service *LC*

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department (PUD) is requesting to exempt one position from the Classified Service. This position will exercise a wide range of administrative and managerial responsibilities related to employee services, including advising on investigations, appeals, and discipline related matters.

Under the general direction of the PUD's Executive Assistant Director, Business Support Assistant Director, and Employee Services & Quality Assurance (ESQA) Deputy Director, the Program Manager will lead the Investigations & Discipline Section dedicated to providing guidance and recommendations on all fact-finding investigations, appeals, and discipline within the PUD. The position will plan, organize, manage, and evaluate the work of the Investigations & Discipline Section. This request for a Program Manager position is to oversee the newly created Investigations & Discipline Section due to an increased level of investigations and discipline within PUD. The Program Manager position requires knowledge of local, state and federal employment laws, compliance with Memoranda of Understanding with several recognized employee organizations as it relates to discipline, and a high level of sensitivity when addressing employee discipline and investigation matters.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Kris McFadden, Deputy Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance







THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 3, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Lisa M. Celaya, Executive Assistant Director, Public Utilities Department 

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

---

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department is requesting to exempt one position from the Classified Service. This position will oversee the Pure Water Operations Research and Development program.

The Program Manager will assist the Pure Water Operations division with complex scientific regulatory compliance and treatment issues, and as a member of the Department's management team will participate in the development and implementation of the Department Strategic Plan. In addition, the WSO Program Manager could be called upon to represent the Department before a variety of governing bodies within the City, including oversight committees, City Council, Civil Service Commission, etc.; participate in negotiations with a variety of water and wastewater and environmental agencies and working closely with elected officials; assist with preparation of the Division annual operating, capital outlay and personnel budget, including justifying budget requests and monitoring expenditures against goals and objectives.

The PWO Program Manager will oversee the Research and Development section of the Pure Water Operations division. It will be the responsibility of this section to liaise with scientific and regulatory bodies including Independent Advisory Panels required for advanced water treatment and potable reuse projects, engage with the scientific community to assist operations and engineering staff to resolve complex treatment and compliance issues such as unknown contaminants or performance issues, oversee detailed reservoir modeling projects associated with direct and indirect potable reuse regulations, and plan, perform, and communicate complex research projects related to potable reuse treatment and regulatory compliance.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 3, 2023

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance




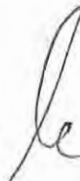


THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 1, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Lisa Celaya, Executive Assistant Director, Public Utilities Department 

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department is requesting to exempt one position from the Classified Service. This position will oversee the Data and Analytics Section of Public Utilities Department IT Division.

The core functions of this position will be to develop and implement an overall organizational data strategy that is in line with current and future business needs while adhering to known industry best practices. The position will manage a team of technical staff to provide data and analytics support to the entire Department. The strategy includes data model designs, data analytics, and reporting systems. The position will further be responsible for identifying data sources, both internal and external, and developing policies and procedures for data access and management. Coordinating and collaborating with cross-functional teams, stakeholders, and vendors for the smooth functioning of enterprise data analytics and reporting will be key to the success of the position by being able to provide Department management teams the ability to query and report on current data. Managing end-to-end data architecture, from selecting the platform, designing the technical architecture, and implementing the proposed solution will provide the best possible way to respond to internal and external stakeholders, defining and managing the flow of data and dissemination of information within the organization. Integrating technical functionality, ensuring data accessibility, accuracy, and security will provide the Department the future model needed to best serve our rate payers. In addition, the position may represent the department before a variety of governing bodies within the City, including oversight and audit committees; local, state and federal regulatory groups; and various professional business forums.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 1, 2023

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.


cc: Eric Dargan, Chief Operating Officer  
Julle Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance




THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 1, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Lisa Celaya, Executive Assistant Director, Public Utilities Department 

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department is requesting to exempt one position from the Classified Service. This position will oversee the Cybersecurity Section of Industrial Controls Systems for Public Utilities Department IT Division.

The core functions of this position are administering cybersecurity of PUD Industrial Controls Systems. Responsibilities will be to ensure the security and integrity of the system, which involves working closely with IT staff, vendors, and other stakeholders to create and implement protocols to protect against cyber threats, such as malware, hacking, and data breaches. This position will also be responsible for overseeing regular risk assessments and identifying vulnerabilities in the system, as well as developing and implementing strategies to mitigate those risks. Additionally, the position will ensure that the system adheres to the NIST-800 standards, which are guidelines for information security developed by the National Institute of Standards and Technology. This position will also be responsible for managing and overseeing the day-to-day operations of the cybersecurity administration team to include supervising staff, delegating tasks, and ensuring that all team members are properly trained and equipped to perform their jobs. They would also be responsible for ensuring that the system is up-to-date with the latest security patches and updates, and that all system configurations are properly maintained. Additionally, they would need to work closely with other operational divisions within the Public Utilities Department to ensure that the system is operating efficiently and effectively, and that any issues are quickly addressed. Overall, the role would be critical in ensuring the security and reliability of the Industrial Controls System for the Public Utilities Department. In addition, the position may represent the department before a variety of governing bodies within the City, including oversight and audit committees; City Council/Committees; local, state and federal regulatory groups; and various professional business forums.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon

Page 2

Civil Service Commission

via Douglas Edwards, Personnel Director

May 1, 2023

the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer

Julie Perez-Rasco, Human Resources Director

Rolando Charvel, Department of Finance Director and City Comptroller

Nicholas O'Donnell, Principal Accountant, Department of Finance







THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 1, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Lisa Celaya, Executive Assistant Director, Public Utilities Department

SUBJECT: Exemption of 2.00 Program Coordinator Positions from the Classified Service 

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department Customer Support Division is requesting to exempt two positions from the Classified Service. These positions would develop and implement major improvements to the Customer Support Division.

The Customer Support Division continues its efforts to improve. Over the last two years, it has become evident that necessary changes could come with great efficiency with focused unclassified resources.

One Program Coordinator would lead continued improvement efforts. Among the critical items on which this Program Coordinator would focus are:

- Evaluation of documentation and processes and development of recommendations for potential modifications to processes, resources, and longer-term authority related to the handling of requests for water service for new developments and construction;
- Evaluation of the water shut off policy and related collections processes, including development of recommendations for improvement, including coordination with Office of the City Treasurer;
- Monitoring the operation of the Amazon Connect phone system software after implementation; elevating operational concerns to the Department of IT as appropriate; collaborating with Amazon Connect leads in other departments to troubleshoot and develop potential improvements; ensure the related data tools of eMite and Calabrio are operating and addressing the data needs of the Contact Center Program Manager and System Performance Program Manager; and
- Developing additional digital tools for customers for processes like payment installment plans and adjustment requests.

The other Program Coordinator would develop a customer engagement initiative. A key goal of the Customer Support Division is to decrease the need for customers to contact us. A

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 1, 2023

critical tool to meet that goal is consistent and clear proactive communication with customers. This position would also develop a proposal for an improved customer assistance program, and develop a customer notification method/resource that operational divisions could use when there are water main break impacts, boil water notices, pressure issues, and planned outages. The position would also develop and implement a new design of our bills that more clearly communicates water usage and critical system information to customers and develop an editorial calendar of messages and educational information for our customers that could be included on bills or as separate communications. Further, this position would coordinate the customer communication elements of the eventual citywide deployment of Advanced Metering Infrastructure. This position would research and analyze the programs and efforts of other utility agencies to ensure the City of San Diego is considering what has worked well for other agencies and avoid less successful communications tactics. This position would also work closely with the department's External Affairs team and, by extension, the City's Communications Department, as appropriate.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt these positions from the Classified Service. If you have questions about this request, please contact Customer Support Division Deputy Director Katie Keach, [kkeach@sanidiego.gov](mailto:kkeach@sanidiego.gov).

Thank you for your consideration.


cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance




THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 1, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Lisa Celaya, Executive Assistant Director, Public Utilities Department 

SUBJECT: Exemption of 2.00 Program Coordinator Positions from the Classified Service

---

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Public Utilities Department Customer Support Division is requesting to exempt two positions from the Classified Service. These positions would oversee the Customer Contact Center.

The Customer Support Division continues its efforts to improve. Adding two Contact Center Program Coordinators under the current Contact Center Program Manager would improve the operations of the division and result in better service to the department's 283,000 account holders. Each Contact Center Program Coordinator would oversee and lead the work of three Customer Services Supervisors (CSS) and the teams they would supervise.

The Program Coordinators would be responsible for hiring, training, motivating and developing staff to provide excellent customer service and ensure continuation of successful first-contact resolution for our customers.

The Contact Center Program Coordinators would work closely with their subordinate Customer Services Supervisors to determine the impacts of existing billing and customer service policies and regularly consider whether updates or modifications should be developed and implemented. The Program Coordinators would also research the policies of other utility agencies to ensure the City of San Diego is remaining updated with industry best practices.

Similarly, the Program Coordinators would also constantly monitor the practices of the Contact Center and consider modifications for improved service and operations. The Contact Center Program Manager would depend on the input and feedback of the Program Coordinators to inform potential changes to how resources are allocated and if workflows can be made more efficient.

The Program Coordinators would share leadership responsibilities of the Contact Center's quarterly onboarding and training program of new Customer Services Representatives and lead on trainings for all other team members they supervise. The need for unclassified team member leadership of the multi-week training program is evident through the experience of

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 1, 2023

the last two years. The Program Coordinators would provide ongoing feedback to the System Performance Program Coordinator on the efficacy of the training materials and collaborate on modifications. The Program Coordinators would also work closely with the System Performance Program Coordinator when changes to policies or processes are being considered. This would ensure appropriate change management is factored in and training materials are developed for greatest consistency and efficacy.

Over the past four years, five of the six CSS positions have consistently reported directly to the Contact Center Program Manager (formerly referred to as the Customer Success Program Manager). This Program Manager provides oversight to 44 team members. With the addition of two Contact Center Program Coordinators, the Program Manager will have the appropriate capacity to collaborate with other managers in the division to improve contact center operations by monitoring and analyzing system and team performance, identifying and resolving problems, preparing and completing action plans, completing system audits and analyses, and managing system and process improvement and quality assurance programs, and setting customer service goals and ensuring the Customer Support Division achieves the goals.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt these two positions from the Classified Service. If you have questions about this request, please contact Customer Support Division Deputy Director Katie Keach, [kkeach@sandiego.gov](mailto:kkeach@sandiego.gov).

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt Three Program Coordinator Positions from the Classified Service

---

Attached are requests from the Department of Real Estate and Airport Management to exempt three Program Coordinator positions from the Classified Service.

The first Program Coordinator position will support the Airports Program and Noise Abatement Team. This position will support the development of the Montgomery-Gibbs Executive and Brown Field municipal airports through Airport Capital Improvement Programs (ACIP); coordinate with the Federal Aviation Administration, Caltrans Division of Aeronautics, and City departments on the development, financing, planning, and construction of ACIP projects; oversee City and lessee-sponsored development projects to include reviewing construction plans and coordinating with airport stakeholders, air traffic control towers, contractors, and consultants; assist with the Noise Abatement Program; support programs such as the Climate Action Plan and recycling program at airports; develop policies for construction and access control at airports, vehicle and pedestrian airfield access, and internal departmental policies and processes for private development by lessees; and develop and identify the ACIP for airports to ensure airport facilities are properly maintained.

The second Program Coordinator position will support the Dispositions Division. This position will oversee the processing of sales for City-owned properties; implement the Surplus Land Act, which includes identifying potential surplus properties and clearing properties for sale with State government agencies; draft and negotiate complex purchase and sale agreements; develop policies for identifying surplus property and sales processes; and recommend modifications to existing Council policies related to the sale of City owned property, as well as Council Policy 700-10 (Disposition of City-Owned Real Property).

The third Program Coordinator position will support Municipal Asset Services. This position will plan, organize, and execute transactions with third parties that support the City's office space and facility needs; work with City departments to identify and determine space needed; draft, negotiate, and administer complex real estate agreements; develop policies for third party leasing and procedures for interdepartmental relocation and/or moves; and revise Council Policy 700-32 (Acquisition of Real Property).

Page 2  
Civil Service Commission  
May 26, 2023

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that these requests be approved.



Douglas Edwards  
Personnel Director

DE:RM:km

Attachments: 1. Exemption of a Program Coordinator Position Request  
2. Exemption of Two Program Coordinator Positions Request

I:\CSC\CSC Items\2023\6. June 1, 2023\Requests from the Department of Real Estate and Airport Management to exempt three Program Coordinator positions from the Classified Service.docx



THE CITY OF SAN DIEGO

## M E M O R A N D U M

RECEIVED

MAY 25 2023

PERSONNEL DIRECTOR

DATE: May 3, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Penny Maus, Director, Department of Real Estate and Airport Management *DM*  
pm

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Department of Real Estate and Airport Management (DREAM) is requesting to exempt one position from the Classified Service. This position would work with the Airport Programs and Noise Abatement Team.

The Program Coordinator will report to the Program Manager of Airport Programs and Noise Abatement and support the orderly development of the Montgomery – Gibbs Executive (MYF) and Brown Field Municipal (SDM) Airports and have significant responsibilities with various federal, state, regional and local programs as follows:

#### **Airports' Capital Improvement Programs (ACIP)**

The Program Coordinator will identify the pavement of concern and develop the ACIP for both airports to ensure that airport facilities such as runways, taxiways, aircraft aprons, roads, parking lots, etc. are properly maintained, rehabilitated, or rebuilt to meet Federal Aviation Administration (FAA), State, regional, and local requirements. Currently, many pavements and infrastructure need to be addressed to provide safe operations for the flying public.

#### **Infrastructure Projects with Government Entities**

The Program Coordinator will coordinate efforts with the Federal Aviation Administration, the Caltrans Division of Aeronautics, and the City's Department of Engineering and Capital Projects on the development, financing, planning and construction of the projects identified in the ACIP. The current airports' five-year ACIP estimates up to \$68.3 million worth of grant funded projects at both airports. Delivering these projects is a massive effort and the addition of a Program Coordinator will ensure smooth project delivery.

#### **Airport and Lessee Sponsored Projects with Stakeholders**

The Program Coordinator will oversee both City and Lessee sponsored development projects. Both airports are benefiting from substantial private development, including the over 300-acre San Diego Airpark Project at SDM and the eight-acre Air Center MYF project, along with a myriad of additional Lessee improvements at both airports. The Program Coordinator will review preliminary construction plans and, most importantly, coordinate with airport stakeholders and user groups, air traffic control towers, contractors, consultants and staff for the safe and timely construction. The Program Coordinator will work with construction crews

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 3, 2023

and the Airport Operations teams to ensure that Construction Safety and Phasing Plans are properly reviewed and approved by the FAA and implemented in the field.

**Noise Abatement Program**

While the Program Manager is the City's dedicated Noise Abatement Officer, there is no dedicated backup. When the Program Manager is unavailable or out of the office, the Program Coordinator shall serve as the City's backup. This allows the Program Manager more flexibility to plan approved time off and will also provide the public with a higher level of service as they will continue to receive prompt responses regarding their concerns, even when the Program Manager is unavailable. This also allows the department to have redundancies in knowledge, where they currently do not exist, and this creates more opportunities for advancement and succession planning within the department.

**City-Wide Programs and Special Projects**

The Program Coordinator will support the implementation of the City's sponsored programs such as the Climate Action Plan, ZEMBOP, recycling, etc., at both airports. The Program Coordinator will also be responsible for special projects and other City-Wide Programs, as assigned.

Given the importance and complexity of the responsibilities, it is critical that the Program Coordinator – Airport Programs and Noise Abatement be exempt from the Classified Service.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Casey Smith, Deputy Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance





THE CITY OF SAN DIEGO

## M E M O R A N D U M



DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director

FROM: Penny Maus, Director, Department of Real Estate and Airport Management PM  
pmt

SUBJECT: Exemption of 2.00 Program Coordinator Positions from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Department of Real Estate and Airport Management is requesting to exempt two positions from the Classified Service.

DREAM is no longer able to use third-party broker services for functions that create conflict with government code 1090 and has the need to bring these services in-house and is adding two Program Coordinator positions. These positions would work within the Real Estate Division of DREAM and serve on the Dispositions and Municipal Asset Services teams – the two teams that most heavily relied on the use of brokers.

#### **Program Coordinator, Dispositions**

The Dispositions Program Coordinator will be under the supervision of a Program Manager and will be responsible for processing sales of City-owned properties and implementation of the Surplus Land Act. This position will be responsible for identifying potential surplus properties, clearing properties for sale with City departments and state governmental agencies such as the State Department of Housing and Community Development, draft and negotiate complex purchase and sale agreements, ensure that easements are reserved for capital improvement projects and utilities and draft and manage solicitations and notice of future availability.

#### **Program Coordinator, Municipal Asset Services**

The Municipal Asset Services Program Coordinator will be under the supervision of a Program Manager and will be responsible for planning, organizing and executing transactions with third parties that support all the City's office space and facilities' needs. This position will also work with individual City departments to identify and determine how much space is needed and whether the requirement can be best accommodated through occupancy of City owned properties, a lease from an outside entity or the acquisition of a new facility. This position will be drafting, negotiating and administering complex real estate agreements including third-party leases, memorandums of understanding and other real estate agreements. When appropriate, this position will secure any contracts necessary to provide space planning, moving, security, furniture vending and property management services that are not able to be provided by City resources.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 3, 2023

Both Program Coordinator positions will work on projects across teams within the department to provide support in executing transactions that support the City's needs. The Program Coordinators will develop and provide recommendations to DREAM leadership regarding best practices for real estate agreements supporting Mayoral and Council initiatives such as increasing affordable housing and maximizing the use of City-owned property to accommodate the needs of the over 11,000 City workforce. The Program Coordinators will make presentations on agreements and projects to the community, stakeholders and decision-making bodies. Additionally, these positions may supervise, directly or indirectly, members of the Property Agent class series.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Casey Smith, Deputy Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Request to Exempt a Program Manager Position from the Classified Service

---

Attached is a request from the Sustainability and Mobility Department to exempt a Program Manager position from the Classified Service.

The Program Manager position will oversee and implement the Decarbonization of the Built Environment Strategy, and Access to Clean and Renewable Energy of the 2022 Climate Action Plan. This position will implement policies and programs related to decarbonization and clean energy throughout the City of San Diego, which includes coordinating with multiple City departments, researching new innovations, conducting outreach, and integrating climate equity initiatives; expand on qualitative analyses to include building types, energy uses, and funding; apply for and manage grant funding; make presentations to City management, City Council, and key agencies and organizations on decarbonization planning and projects; and develop policies related to decarbonization and clean energy for residents and businesses throughout the City.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Therefore, it is recommended that this request be approved.

A handwritten signature in blue ink, appearing to read "Douglas Edwards".

Douglas Edwards  
Personnel Director

DE:RM:km

Attachment: 1. Exemption of a Program Manager Position Request

I:\CSC\CSC Items\2023\6. June 1, 2023\Request from the Sustainability and Mobility Department to exempt a Program Manager position from the Classified Service.docx





THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Alyssa Muto, Sustainability and Mobility Department Director *AMM*

SUBJECT: Exemption of 1.00 Decarbonization Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Sustainability and Mobility Department is requesting to exempt one position from the Classified Service. This position will oversee the implementation of Strategy 1: Decarbonization of the Built Environment and Strategy 2: Access to Clean and Renewable Energy of the 2022 Climate Action Plan.

This position will have significant responsibility for formulating or administering policies and programs related to decarbonization and access to clean energy for residents and businesses throughout the City's built environment. This will involve coordinating across multiple city departments, developing policy, researching new innovations, conducting outreach, leading annual reporting, providing innovative thought leadership, and integrating climate equity initiatives. Work to be done also includes expansion of or improvement upon qualitative analyses, including a key focus area of equity. This position will include coordination with Sustainability and Mobility Department staff, Department of Race and Equity staff, other city departments, the Mayor's office, and members of Council, and other public and private partners. This position will also be expected to seek, apply for and manage grant funding in support of citywide program goals and actions.

**Key Areas of Responsibilities:**

- Lead the implementation of Strategy 1: Decarbonization of the Built Environment and Strategy 2: Access to Clean and Renewable Energy of the City's 2022 Climate Action Plan, including the development of an existing building decarbonization roadmap, policy assessment, outreach and engagement, and communications strategy development.
- Supervise several staff members.
- Support staffing coordination for the Climate Advisory Board.
- Seek innovative and cutting-edge opportunities in decarbonization policy and programs.
- Provide regional, state, and national thought leadership in decarbonization and clean energy access.



Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 5, 2023

- Track statewide regulatory or legislative actions and propose options for engagement.
- Provide support to other staff/departments implementing components of the Plan.
- Serve as a City spokesperson on decarbonization planning and projects as well as department efforts.
- Develop/expand relationships with key partner agencies and organizations in the community to improve implementation of the Climate Action Plan or seek opportunities for collaboration.

This position will be expected to contribute to effective operations of the City's day-to-day sustainability programs including: directing, managing, participating, and coordinating the activities and operations relating to the stakeholders responsible for implementation, monitoring, and measurement of the City's comprehensive Climate Action Plan. This position will also be expected to present on efforts of their team and the department to City management, City Council, and public audiences.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Requests to Exempt an Assistant Deputy Director Position, a Program Manager Position, and Two Program Coordinator Positions from the Classified Service

---

Attached are requests from the Transportation Department to exempt an Assistant Deputy Director position, a Program Manager position, and two Program Coordinator positions from the Classified Service.

The Assistant Deputy Director position will oversee the Roadways Section of the Street Division. This position will oversee key operations and maintenance teams that maintain street pavement surfaces and street rights-of-way; handle claims and litigation received by the department, personnel and disciplinary actions, and policy decisions; and develop and administer policies for department programs such as the Mayor's Sidewalk Program.

The Program Manager position will oversee and manage the claims and litigation process for the department. This position will manage the intake of all claims and litigation received by the department; represent the department in trial and testify when required; liaison with the Office of the City Attorney and other City departments; ensure remediation actions are taken; and develop and update safety and training policies and procedures for litigation outcomes.

One Program Coordinator position will oversee the Air Pollution Control District settlement program that mandates tree planning, maintenance, and reporting. This position will design, implement, and manage the program; liaison with stakeholders; negotiate and execute new contracts; determine new opportunities for tree planting in communities of concern and create tree wells to expand tree canopy in built-out environments; and develop policies on determining areas for tree planting and processes for tree planting and equity distribution.

One Program Coordinator position will oversee the Data and Analytics and Quality Assurance/Compliance sections of the Utilities Undergrounding Program. This position will administer the Underground Utilities Procedural Ordinance and electrical franchise grantee obligations; consult with utility companies to establish mandatory timelines for the underground conversion of poles and overhead wires and enforce mandates; recommend where to invest funds for undergrounding projects in accordance with Council Policy 600-08, the Utilities Undergrounding Master Plan, and Undergrounding MOU; develop policies on how to prioritize spending funds; and develop processes for undergrounding projects.

Page 2  
Civil Service Commission  
May 26, 2023

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Upon review of the duties and responsibilities of these positions, staff finds that they meet the intent of Charter Section 117. Therefore, it is recommended that these requests be approved.



Douglas Edwards  
Personnel Director

DE:RM:km

- Attachments:
1. Exemption of an Assistant Deputy Director Position Request
  2. Exemption of a Program Manager Position Request
  3. Exemption of a Program Coordinator Position Request
  4. Exemption of a Program Coordinator Position Request

I:\CSC\CSC Items\2023\6. June 1, 2023\Requests from the Transportation Department to exempt an Assistant Deputy Director position, a Program Manager position, and two Program Coordinator positions from the Classified Service.docx





THE CITY OF SAN DIEGO

## M E M O R A N D U M

RECEIVED

MAY 25 2023

PERSONNEL DIRECTOR

DATE: May 1, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Bethany Bezak, Director, Transportation Department  
via Kris McFadden, Deputy Chief Operating Officer, Infrastructure Branch *Kris McFadden*

SUBJECT: Exemption of 1.00 FY24 Supplemental Assistant Deputy Director Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Transportation Department is requesting to exempt one position from the Classified Service. This position will oversee the Roadways Section of the Street Division.

Under the direction of a Deputy Director, the Assistant Deputy Director will oversee key operations and maintenance teams that deliver maintain street pavement surfaces, filing potholes, performing mill and pavement dig outs, and parking lot repairs. Further, this role requires handling sensitive and confidential information such as claims and litigation, personnel and disciplinary actions, and key policy decisions. The breadth and depth of these functions require an Assistant Deputy Director.

The Assistant Deputy Director will lead the Roadways Sections. This ADD will be responsible for all pavement maintenance in the Right-of-Way. In addition, under a Service Level Agreement with Public Utilities the team will be responsible for repairing damaged roadway surfaces and sidewalks associated with water and sewer work with the Street Right-of-Way. The diversity of leadership and team management plus technical expertise are crucial to this important managerial role.


To best serve the Department, the Assistant Deputy Director will report directly to the Deputy Director to align with standard practices throughout the department. The duties and level of responsibilities and authority align with an Assistant Deputy Director.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."



Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 1, 2023

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service. Please contact me at (248) 302-7518 should you have any questions or would like to discuss this further.



Bethany Bezak  
Director  
Transportation Department

BB/nzh

Attachment: Transportation Department Organizational Chart

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance  
Rachel McDonald-Hernandez, Program Manager, Personnel Department  
Julio Canizal, Deputy Director, Transportation Department



THE CITY OF SAN DIEGO

## M E M O R A N D U M

RECEIVED

MAY 25 2023

PERSONNEL DIRECTOR

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Bethany Bezak, Department Director *BB*

SUBJECT: Exemption of 1.00 Program Manager Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Transportation Department is requesting to exempt one position from the Classified Service. This position will oversee and manage all aspects of the claims and litigation process for the Department, including safety considerations related to litigation.

This position will be responsible for managing the intake of all claims and litigation that is received by the Department, including leading research on assets and maintenance records, serving as the person most knowledgeable and(or) person most qualified in depositions, representing the Department in trials and testifying when required, and ensuring that any follow-up remediation actions are taken on behalf of the Department.

On an average year, the Transportation Department receives 600 claims. As such, this position will require significant coordination with internal Transportation teams and various other City departments such as Risk, Public Utilities, and Stormwater, as well as the City Attorney's Office to ensure that the volume and diversity of claims are handled promptly and effectively. Given the significant risk to the City and to the Department associated with legal and safety issues, this position will need to handle sensitive information and understand the nuances between operational needs, policies and procedures, and legal risks. As part of the resolution to claims, settlements, or trials, this position will ensure that all remediation actions are taken by the Department including safety and training, infrastructure repairs, and(or) updates to policies and procedures.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 5, 2023

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

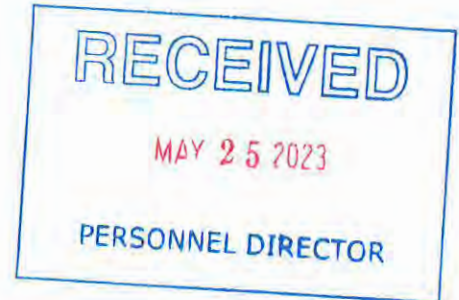
Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



THE CITY OF SAN DIEGO

## M E M O R A N D U M



DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Bethany Bezak, Department Director *BJB*

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Transportation Department is requesting to exempt one position from the Classified Service. This position will oversee the Air Pollution Control District (APCD) settlement program which mandates tree planning, maintenance, and reporting in APCD Priority Areas which are primarily Communities of Concern.

On December 6, 2022 the San Diego City Council approved of Resolution #2023-232 to enter into a settlement agreement with the Air Pollution Control District (APCD). The agreement requires that the City of San Diego initiate a new tree planting program. To implement this program, the agreement includes hiring 3 new FTE positions, including a Program Coordinator to oversee the entire program and oversee direct reports. The Program Coordinator position will design, implement, and manage the program and oversee the staff required to succeed. This position will act as liaison to APCD and partners, negotiate and execute new contracts, submit bi-annual progress reports as required by the settlement agreement, and oversee and track the \$4.6M program budget. This program is significant because it will be the main program to reach Climate Action Plan (CAP) goals around tree canopy. These CAP actions include planting 100,000 trees by 2035, planting 40,000 trees in Communities of Concern, and identifying sidewalks that could accommodate creating tree wells to expand tree canopy in built-out environments. Creating new opportunities for tree planting in Communities of Concern also address the City's commitment to climate resiliency by reducing heat island effect. This Program Coordinator position is integral to the success of the City's compliance with the APCD settlement and to meeting Climate Action Plan goals.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."



Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 5, 2023

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



THE CITY OF SAN DIEGO

## M E M O R A N D U M

RECEIVED

MAY 25 2023

PERSONNEL DIRECTOR

DATE: May 5, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director *DE*

FROM: Bethany Bezak, Department Director *B.B.*

SUBJECT: Exemption of 1.00 Program Coordinator Position from the Classified Service

Pursuant to Article VIII, Section 117(a) 17 of the City Charter, the Transportation Department is requesting to exempt one position from the Classified Service. This position will oversee two work units in the Utilities Undergrounding Program titled Quality Assurance/Compliance and Data & Analytics. The Quality Assurance/Compliance unit monitors SDG&E's performance on requirements in the Undergrounding Memorandum of Understanding (Undergrounding MOU) (O-21440) and overall quality of the work delivered by the program. The Data & Analytics unit reviews information related to project cost and revenue trends and makes recommendations on when and where to invest in undergrounding projects in accordance with Council Policy 600-08, the Utilities Undergrounding Master Plan, the SDG&E electrical Franchise (O-21328), and the Undergrounding MOU. The Program Coordinator position will handle decision making responsibilities that arise from these operations that are beyond the scope of duties for the job classifications performing this work. Examples are provided in the paragraphs that follow. Additionally, the Program Coordinator will carry out elements of the Underground Utilities Procedural Ordinance to fulfill the City's obligation to enforce timelines for performance of utility company work (§61.0509 and §61.0511).

The Utilities Undergrounding Program administers Section 10 of the electrical Franchise which establishes franchise Grantee obligations to support the program's delivery of undergrounding projects using franchise revenue dedicated to this purpose. The franchise language was revamped in 2021 to greatly increase the City's ability to oversee the delivery of this work and appropriate use of funds which has an estimated value of \$1.98 billion for the 20 year term of the agreement. Also, language was added to ensure that these investments are prioritized for communities of concern and high fire threat areas. The Undergrounding MOU provides 38 pages of detail to the franchise requirements. Even at this level of detail there is a frequent need to interpret requirements and to settle disagreements with the Grantee on interpretation of requirements. The Program Coordinator will guide staff on these activities, facilitate required meet and confer processes, facilitate examination of Grantee's books and records, and make decisions about escalating issues. The Program Coordinator will also oversee the collection and storage of records to support the biannual independent audit.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
May 5, 2023

The Program Coordinator will have a critical role in planning for the pace of undergrounding projects to prevent accumulation of idle funds resulting from too slow of a pace, or cash flow problems resulting from too fast of a pace. This involves making decisions amongst considerable uncertainty, such as the difficulty of estimating construction cost escalation in future years, and bearing significant risk, such as the risk of having inadequate funds to pay for monthly construction payment obligations in the millions of dollars. These decisions will need to conform with the mentioned policies such as determining how to prioritize those expending the funds in communities of concern and areas of high fire threat.

To administer §61.0509 and §61.0511 of the Underground Utilities Procedural Ordinance, the Program Coordinator will be responsible for consulting with the affected utility companies to establish a mandatory timeline for the underground conversion of all poles, overhead wires, and associated structures within each Utilities Undergrounding District and enforcing those mandates using remedies allowed by the municipal code and administrative fines up to \$1,000 a day.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating or administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

I respectfully request the Civil Service Commission's support to exempt this position from the Classified Service.

Thank you for your consideration.

cc: Eric Dargan, Chief Operating Officer  
Julie Perez-Rasco, Human Resources Director  
Rolando Charvel, Department of Finance Director and City Comptroller  
Nicholas O'Donnell, Principal Accountant, Department of Finance



## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum)

---

Attached for your review and approval are proposed revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum). Proposed additions to the index code are in *bold and italics*. The proposed changes are briefly outlined below.

Personnel Manual Index Code D-3, Career Advancement (Addendum)

- Page 1 – Revised to delete the classification of Account Audit Clerk as eligible to be underfilled by the Account Clerk classification. This career advancement opportunity is no longer appropriate as the Account Clerk classification makes more at E-step than the Account Audit Clerk classification as of April 1, 2023.
- Page 1 – Revised to delete the classification of Account Clerk as eligible to career advance to the Account Audit Clerk classification. This career advancement opportunity is no longer appropriate as the Account Clerk classification makes more at E-step than the Account Audit Clerk classification as of April 1, 2023.
- Page 1 – Revised to delete the classification of Account Clerk as eligible to career advance to the Benefits Representative II classification. This career advancement opportunity is no longer appropriate as the Account Clerk classification makes more at E-step than the Benefits Representative II classification as of April 1, 2023.
- Page 2 – Revised to delete the classification of Clerical Assistant II as eligible to career advance to the Benefits Representative I classification. This career advancement opportunity is no longer appropriate as the Clerical Assistant II classification makes more at E-step than the Benefits Representative I classification as of April 1, 2023.
- Page 2 – Revised to delete the classification of Office Support Specialist as eligible to career advance to the Contracts Processing Clerk classification. This career advancement opportunity is no longer appropriate as the Office Support Specialist classification makes more at E-step than the Contracts Processing Clerk classification as of April 1, 2023.



Page 3 – Revised to delete the classification of Public Information Clerk as eligible to career advance to the Public Information Specialist classification. This career advancement opportunity is no longer appropriate as the Public Information Clerk classification makes more at E-step than the Public Information Specialist classification as of April 1, 2023.

Page 4 – Revised to incorporate the classifications of Field Representative, Plant Technician I, and Senior Backflow and Cross Connection Specialist as career advancement opportunities for the Laborer classification per request from the Public Utilities Department.

Page 4 – Revised to delete the classification of Laborer as eligible to career advance to the Stable Attendant classification. This career advancement opportunity is no longer appropriate as the Laborer classification makes more at E-step than the Stable Attendant classification as of January 1, 2023.

Page 4 – Revised to delete the classification of Clerical Assistant II as eligible to career advance to the Police Records Data Specialist classification. This career advancement opportunity is no longer appropriate as the Clerical Assistant II classification makes more at E-step than the Police Records Data Specialist classification as of April 1, 2023.

Page 4 – Revised to delete the classification of Drafting Aide as eligible to be underfilled by the Engineering Trainee classification. This career advancement opportunity is no longer appropriate as the Engineering Trainee classification makes more at E-step than the Drafting Aide classification as of January 1, 2023. A separate row is created to reflect that the Drafting Aide classification is still eligible to career advance to the Senior Drafting Aide classification.

Page 4 – Revised to delete the classification of Junior Engineering Aide as eligible to career advance to the Senior Backflow and Cross Connection Specialist classification. This career advancement opportunity is no longer appropriate as the Junior Engineering Aide classification makes more at E-step than the Senior Backflow and Cross Connection Specialist classification as of January 1, 2023.

Page 5 – Revised to incorporate the classification of Senior Backflow and Cross Connection Specialist as a career advancement opportunity for the Field Representative classification per request from the Public Utilities Department.

Page 6 – Revised to incorporate the classifications of Finance Analyst I and Finance Analyst II as career advancement opportunities for the Accountant I classification per request from the Department of Finance.

Page 6 – Revised to incorporate the classification of Finance Analyst II as a career advancement opportunity for the Accountant II classification per request from the Department of Finance.

Page 6 – Revised to delete the classification of Employee Benefits Specialist I as eligible to be underfilled by the Administrative Aide II classification. This career advancement opportunity is no longer appropriate as the Administrative Aide II classification makes more at E-step than the Employee Benefits Specialist I classification as of April 1, 2023.

Page 3  
Civil Service Commission  
May 26, 2023

Page 6 - Revised to delete the classification of Organization Effectiveness Specialist I as eligible to be underfilled by the Administrative Aide II classification. This career advancement opportunity is no longer appropriate as the Administrative Aide II classification makes more at E-step than the Organization Effectiveness Specialist I classification as of April 1, 2023.

Page 7 - Revised to delete the classification of Business Systems Analyst II as eligible to be underfilled by the Information Systems Analyst II classification. This career advancement opportunity is no longer appropriate as the Information Systems Analyst II classification makes more at E-step than the Business Systems Analyst II classification as of April 1, 2023.

Page 9 - Revised to delete the classification of Police Records Clerk as eligible to career advance to the Cal I.D. Technician classification. This career advancement opportunity is no longer appropriate as the Police Records Clerk classification makes more at E-step than the Cal I.D. Technician classification as of January 1, 2020.

Staff recommends approval of the proposed revisions to Personnel Manual Index Code D-3, Career Advancement (Addendum).



Douglas Edwards  
Personnel Director

DE:RM:km

Attachments: 1. Personnel Manual Index Code D-3, Career Advancement (Addendum)  
2. Memo from the Public Utilities Department to Revise Addendum to Personnel Manual Index D-3, Career Advancement  
3. Memo from the Department of Finance to Revise Addendum to Personnel Manual Index D-3, Career Advancement Personnel Manual Index Code D-3, Career Advancement (Addendum)

I:\CSC\CSC Items\2023\6. June 1, 2023\Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum)\Revision to Personnel Manual Index Code D-3, Career Advancement (Addendum).docx

**PERSONNEL REGULATIONS**  
**City of San Diego**

ATTACHMENT 1

January 2, 2023  
June 1, 2023

Index Code: D-3  
Page 1 of 9

**PERSONNEL MANUAL**

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
*Public Service Career Trainee	Occupational Target Class
<b><u>Building Inspection</u></b>	
Combination Inspector I	Combination Inspector II
Electrical Inspector I	Electrical Inspector II
Housing Inspector I	Housing Inspector II
Life Safety Inspector I	Life Safety Inspector II
Mechanical Inspector I	Mechanical Inspector II
Structural Inspector I	Structural Inspector II
<b><u>Chemists</u></b>	
Assistant Laboratory Technician	Laboratory Technician
Biologist I	Biologist II
Environmental Biologist I	Environmental Biologist II
Environmental Health Inspector I	Environmental Health Inspector II
Hazardous Materials/Pretreatment Trainee	Hazardous Materials Inspector I Hazardous Materials Inspector II
Hazardous Materials/Pretreatment Trainee	Storm Water Inspector I Storm Water Inspector II
Hazardous Materials/Pretreatment Trainee	Wastewater Pretreatment Inspector I Wastewater Pretreatment Inspector II
Junior Chemist	Assistant Chemist
Marine Biologist I	Marine Biologist II
Storm Water Environmental Specialist I	Storm Water Environmental Specialist II
<b><u>Clerical</u></b>	
Account Clerk	<del>Account Audit Clerk</del> Payroll Audit Specialist I Payroll Audit Specialist II
Auto Messenger I	Auto Messenger II
Clerical Assistant I	Clerical Assistant II <del>Account Clerk</del> Account Audit Clerk Payroll Specialist II
Clerical Assistant I	Clerical Assistant II <del>Account Clerk</del> Benefits Representative II Retirement Assistant

*\*The class of Public Service Career Trainee may be used in any occupational group and advanced to the appropriate target class under the Career Advancement Program.*

**PERSONNEL REGULATIONS  
City of San Diego**

ATTACHMENT 1

Index Code: D-3  
Page 2 of 9

January 2, 2023  
June 1, 2023

**PERSONNEL MANUAL**

---

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
Clerical Assistant I	Clerical Assistant II Account Clerk Payroll Specialist I Payroll Specialist II
Clerical Assistant I	<del>Clerical Assistant II</del> Benefits Representative I Benefits Representative II
Clerical Assistant I	<del>Clerical Assistant II</del> Benefits Representative I Benefits Representative II Retirement Assistant
Clerical Assistant I	Clerical Assistant II Cashier
Clerical Assistant I	Clerical Assistant II Claims Clerk
Clerical Assistant I	Clerical Assistant II <del>Office Support Specialist</del> Contracts Processing Clerk
Clerical Assistant I	Clerical Assistant II Court Support Clerk I Court Support Clerk II Legal Secretary I Legal Secretary II
Clerical Assistant I	Clerical Assistant II Public Information Clerk Customer Services Representative
Clerical Assistant I	Clerical Assistant II Deputy City Clerk I
Clerical Assistant I	Clerical Assistant II Public Information Clerk Retirement Assistant
Clerical Assistant I	Clerical Assistant II Public Information Clerk Test Administration Specialist
Clerical Assistant I	Clerical Assistant II Office Support Specialist Test Administration Specialist
Clerical Assistant I	Clerical Assistant II Office Support Specialist Legal Secretary I Legal Secretary II
Clerical Assistant I	Micrographics Clerk



**PERSONNEL REGULATIONS  
City of San Diego**

ATTACHMENT 1

January 2, 2023  
June 1, 2023

Index Code: D-3  
Page 3 of 9

**PERSONNEL MANUAL**

---

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
Clerical Assistant I	Clerical Assistant II Account Clerk Payroll Specialist I Payroll Specialist II Payroll Audit Specialist I Payroll Audit Specialist II
Clerical Assistant I	Clerical Assistant II Payroll Specialist I Payroll Specialist II
Clerical Assistant I	Clerical Assistant II Police Records Clerk
Clerical Assistant I	Clerical Assistant II <del>Public Information Clerk</del> Public Information Specialist
Clerical Assistant I	Clerical Assistant II Vehicle and Fuel Clerk
Clerical Assistant I	Clerical Assistant II Office Support Specialist
Clerical Assistant I	Test Monitor II
Legislative Recorder I	Legislative Recorder II
Library Assistant I	Clerical Assistant I Clerical Assistant II Library Assistant II
Test Monitor I	Test Monitor II Test Administration Specialist
Office Support Specialist	Legal Secretary I Legal Secretary II
<b><u>Communications</u></b>	
Dispatcher I	Dispatcher II
Dispatcher I	Dispatcher II Fire Dispatcher
Dispatcher I	Public Works Dispatcher
Dispatcher II	Police Dispatcher

**PERSONNEL REGULATIONS  
City of San Diego**

ATTACHMENT 1

January 2, 2023  
June 1, 2023

Index Code: D-3  
Page 4 of 9

**PERSONNEL MANUAL**

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
<b><u>Construction And Maintenance</u></b>	
<i>Laborer</i>	<i>Field Representative</i>
<i>Laborer</i>	<i>Plant Technician I</i>
<i>Laborer</i>	<i>Senior Backflow and Cross Connection Specialist</i>
<del><i>Laborer</i></del>	<del><i>Stable Attendant</i></del>
<i>Laborer</i>	<i>Utility Worker I</i>
<i>Laborer</i>	Water Systems Technician I Water Systems Technician II Water Systems Technician III
Water Systems Technician I	Water Systems Technician II Water Systems Technician III
Water Utility Worker	Water Systems Technician II Water Systems Technician III
Utility Worker I	Water Systems Technician II Water Systems Technician III
Utility Worker I	Building Service Technician
<b><u>Custodial</u></b>	
Custodian I	Custodian II
<b><u>Data Processing</u></b>	
Clerical Assistant I	<del>Clerical Assistant II</del> Police Records Data Specialist
Programmer Analyst I	Programmer Analyst II Programmer Analyst III
<b><u>Engineering</u></b>	
<i>Drafting Aide</i>	<i>Senior Drafting Aide</i>
Engineering Trainee	Junior Engineering Aide Senior Corrosion Engineering Aide
Engineering Trainee	<del>Drafting Aide</del> Senior Drafting Aide
Engineering Trainee	Junior Engineering Aide Senior Engineering Aide
Engineering Trainee	Hydrography Aide
Engineering Trainee	Junior Engineering Aide Plan Review Specialist I Plan Review Specialist II Plan Review Specialist III
Engineering Trainee	<del>Junior Engineering Aide</del> Senior Backflow and Cross Connection Specialist

**PERSONNEL REGULATIONS**  
**City of San Diego**

ATTACHMENT 1

Index Code: D-3  
Page 5 of 9

January 2, 2023  
June 1, 2023

**PERSONNEL MANUAL**

---

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
Engineering Trainee	Junior Engineering Aide Senior Survey Aide
Junior Engineer - Civil	Assistant Engineer - Civil
Junior Engineer - Civil	Assistant Engineer - Traffic
Junior Engineer - Civil	Structural Engineering Assistant Structural Engineering Associate
Junior Engineer - Electrical	Assistant Engineer - Corrosion
Junior Engineer - Electrical	Assistant Engineer - Electrical
Junior Engineer - Fire Protection	Assistant Engineer - Fire Protection
Junior Engineer - Mechanical	Assistant Engineer - Mechanical Associate Engineer - Mechanical
Development Services Technician	Plan Review Specialist I Plan Review Specialist II Plan Review Specialist III
Zoning Investigator I	Plan Review Specialist III
<b><u>Equipment Maintenance</u></b>	
Motive Service Trainee	Motive Service Technician
Equipment Technician I	Parking Meter Technician
Equipment Technician I	Plant Technician I
Equipment Technician I	Aquatics Technician I
Pump Station Operator Trainee	Pump Station Operator
Water Distribution Operator Trainee	Assistant Water Distribution Operator Water Distribution Operator
<b><u>Equipment Operation</u></b>	
Sanitation Driver Trainee	Sanitation Driver I Sanitation Driver II
<b><u>Field Contact</u></b>	
Claims Aide	Claims Representative I Claims Representative II
Code Compliance Officer	Police Code Compliance Officer
Collections Investigator Trainee	Collections Investigator I
<b><i>Field Representative</i></b>	<b><i>Senior Backflow and Cross Connection Specialist</i></b>
Liability Claims Aide	Liability Claims Representative I Liability Claims Representative II
Safety Representative I	Safety Representative II
Security Representative I	Security Representative II

**PERSONNEL REGULATIONS**  
**City of San Diego**

ATTACHMENT 1

January 2, 2023  
June 1, 2023

Index Code: D-3  
Page 6 of 9

**PERSONNEL MANUAL**

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
Workers' Compensation Claims Aide	Workers' Compensation Claims Representative I Workers' Compensation Claims Representative II
<b><u>Fire</u></b>	
Fire Prevention Inspector I	Fire Prevention Inspector II
Fire Recruit	Fire Fighter I Fire Fighter II
Paramedic I	Paramedic II
<b><u>Library</u></b>	
Librarian I	Librarian II
<b><u>Management, Fiscal &amp; Staff</u></b>	
<i>Accountant I</i>	<i>Finance Analyst I</i> <i>Finance Analyst II</i>
<i>Accountant II</i>	<i>Finance Analyst II</i>
Accountant Trainee	Accountant I Accountant II
Accountant Trainee	Finance Analyst I Finance Analyst II
Administrative Aide I	Administrative Aide II
Administrative Aide II	Arts Management Assistant Arts Management Associate
Administrative Aide II	Assistant Department Human Resources Analyst Associate Department Human Resources Analyst
Administrative Aide II	Assistant Dispute Resolution Officer Dispute Resolution Officer
Administrative Aide II	Assistant Management Analyst Associate Management Analyst
Administrative Aide II	Assistant Personnel Analyst Associate Personnel Analyst
Administrative Aide II	Assistant Trainer Trainer
Administrative Aide II	Employee Assistance Counselor
Administrative Aide II	<del>Employee Benefits Specialist I</del> Employee Benefits Specialist II
Administrative Aide II	Finance Analyst I Finance Analyst II
Administrative Aide II	Literacy Analyst
Administrative Aide II	<del>Organization Effectiveness Specialist I</del> Organization Effectiveness Specialist II
Administrative Aide II	Records Management Analyst



**PERSONNEL REGULATIONS**  
**City of San Diego**

ATTACHMENT 1

Index Code: D-3  
Page 7 of 9

January 2, 2023  
June 1, 2023

**PERSONNEL MANUAL**

---

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
Administrative Aide II	Recycling Specialist I Recycling Specialist II
Buyer's Aide I	Buyer's Aide II
Business Systems Aide	Business Systems Analyst I Business Systems Analyst II
Geographic Information Systems Technician	Geographic Information Systems Analyst I Geographic Information Systems Analyst II
Information Systems Analyst I	Business Systems Analyst I Business Systems Analyst II
<del>Information Systems Analyst II</del>	<del>Business Systems Analyst II</del>
Information Systems Technician	Information Systems Analyst I Information Systems Analyst II
Junior Property Agent	Assistant Property Agent Associate Property Agent
Management Trainee	Arts Management Assistant Arts Management Associate
Management Trainee	Assistant Department Human Resources Analyst Associate Department Human Resources Analyst
Management Trainee	Assistant Dispute Resolution Officer Dispute Resolution Officer
Management Trainee	Assistant Economist Associate Economist
Management Trainee	Assistant Management Analyst Associate Management Analyst
Management Trainee	Assistant Personnel Analyst Associate Personnel Analyst
Management Trainee	Assistant Property Agent Associate Property Agent
Management Trainee	Assistant Trainer Trainer
Management Trainee	Business Systems Analyst I Business Systems Analyst II
Management Trainee	Community Development Specialist I Community Development Specialist II
Management Trainee	Employee Assistance Counselor
Management Trainee	Employee Benefits Specialist I Employee Benefits Specialist II
Management Trainee	Finance Analyst I Finance Analyst II

**PERSONNEL REGULATIONS**  
**City of San Diego**

ATTACHMENT 1

January 2, 2023  
June 1, 2023

Index Code: D-3  
Page 8 of 9

**PERSONNEL MANUAL**

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
Management Trainee	Geographic Information Systems Analyst I Geographic Information Systems Analyst II
Management Trainee	Information Systems Analyst I Information Systems Analyst II
Management Trainee	Literacy Analyst
Management Trainee	Organization Effectiveness Specialist I Organization Effectiveness Specialist II
Management Trainee	Records Management Analyst
Management Trainee	Recycling Specialist I Recycling Specialist II
Management Trainee	Public Information Officer
Personnel Assistant I	Personnel Assistant II
Personnel Assistant II	Assistant Personnel Analyst Associate Personnel Analyst
Procurement Contracting Trainee	Assistant Procurement Contracting Officer Associate Procurement Contracting Officer
Retirement Financial Specialist Trainee	Retirement Financial Specialist I Retirement Financial Specialist II
<b><u>Marine Safety</u></b>	
Lifeguard II	Lifeguard III
<b><u>Park Maintenance</u></b>	
Grounds Maintenance Worker I	Golf Course Greenskeeper
Grounds Maintenance Worker I	Grounds Maintenance Worker II
Grounds Maintenance Worker II	Nursery Gardener
<b><u>Planning</u></b>	
Junior Planner	Assistant Planner Associate Planner
Planning Technician I	Planning Technician II Planning Technician III
Zoning Investigator I	Zoning Investigator II
<b><u>Plant Operation</u></b>	
Plant Operator Trainee	Assistant Wastewater Plant Operator Wastewater Plant Operator
Plant Operator Trainee	Assistant Water Plant Operator Water Plant Operator

**PERSONNEL REGULATIONS  
City of San Diego**

ATTACHMENT 1

January 2, 2023  
June 1, 2023

Index Code: D-3  
Page 9 of 9

**PERSONNEL MANUAL**

**Examinations**

**ADDENDUM TO PERSONNEL MANUAL INDEX CODE D-3**

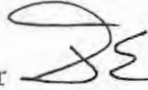
**CAREER ADVANCEMENT**

<b><u>ENTRY-LEVEL CLASSIFICATION</u></b>	<b><u>PROMOTIONAL OPPORTUNITY</u></b>
Plant Operator Trainee	Pure Water Plant Operator
<b><u>Police</u></b>	
Latent Print Examiner Aide	Latent Print Examiner I Latent Print Examiner II
Clerical Assistant I	Clerical Assistant II <del>Police Records Clerk</del> Cal I.D. Technician
Document Examiner I	Document Examiner II Document Examiner III
Polygrapher I	Polygrapher II Polygrapher III
Junior Chemist	Criminalist I Criminalist II
Police Investigative Service Officer I	Police Investigative Service Officer II
Police Recruit	Police Officer I
Police Officer I	Police Officer II
Police Service Officer I	Police Service Officer II
<b><u>Printing</u></b>	
Publishing Specialist I	Publishing Specialist II
<b><u>Recreation</u></b>	
Park Ranger Aide	Park Ranger
Pool Guard I	Pool Guard II
Recreation Aide	Golf Operations Assistant
Recreation Aide	Recreation Leader I
Recreation Center Director II	Recreation Center Director III
Recreation Leader I	Recreation Leader II
<b><u>Skilled Trades</u></b>	
Electrician	Plant Process Control Electrician
Instrumentation and Control Technician Trainee	Electronics Technician Instrumentation and Control Technician
Traffic Signal Technician I	Traffic Signal Technician II
<b><u>Storekeeping</u></b>	
Stock Clerk	Police Property and Evidence Specialist



THE CITY OF SAN DIEGO  
M E M O R A N D U M

DATE: March 10, 2023

TO: Civil Service Commission  
via Douglas Edwards, Personnel Director 

FROM: Lisa Celaya, Executive Assistant Director, Public Utilities Department

SUBJECT: Request to Revise the Addendum to Personnel Regulations, Index Code D-3, Career Advancement

---

The Public Utilities Department (PUD) respectfully requests the Civil Service Commission (Commission) consider a request to revise the Addendum to the Personnel Regulations, Index Code D-3, Career Advancement section.

The Commission's policy under Personnel Regulations, Index Code D-3, Career Advancement states,

“...the City has historically been committed to promoting a career service which provides for advancement and retention of capable employees. An integral part of such a service is a system to provide for those lacking career experience to enter the service and to provide for their advancement in conjunction with a well defined training program. It shall be the policy of the Civil Service Commission to provide for appropriate classifications to implement “career advancement” training programs.”

This request aligns with the Commission's policy in creating opportunities for applicants “lacking career experience to enter” City service. These entry-level classifications would allow applicants lacking experience, education, and training with a career advancement opportunity to Field Representative, Plant Technician I, and Senior Cross Connection & Backflow Specialist. In addition, approval of this request will further support the PUD's diversity, equity and inclusion initiatives to eliminate barriers for these various entry-level positions with the City.


The requested revision is to allow the classification of Laborer as an entry-level classification for the promotional opportunity of Plant Technician I, Field Representative, and Senior Cross Connection & Backflow Specialist. This request is also to allow the classification of Field Representative to be added as an entry-level classification for the promotional opportunity of Senior Cross Connection & Backflow Specialist. The PUD recently completed the meet and confer with the impacted recognized employee organizations which includes the San Diego Municipal Employees Association and the American Federation of State, County, and Municipal Employees, Local 127 and successfully reached an agreement to move forward with this request.



Page 2  
Civil Service Commission via Douglas Edwards  
March 10, 2023

Entry -Level Classification	Promotional Opportunity
Laborer	Field Representative
Laborer	Plant Technician I
Laborer	Senior Cross Connection & Backflow Specialist
Field Representative	Senior Cross Connection & Backflow Specialist

Thank you for your consideration of our request, if you have any questions, please contact David Dalager, Interim Assistant Director at (858) 614-5776.



Lisa Celaya  
Executive Assistant Director


cc: Kris McFadden, Deputy Chief Operating Officer  
Juan Guerreiro, Director, Public Utilities Department  
David Dalager, Interim Assistant Director, Public Utilities Department  
Yajaira Gharst, Interim Deputy Director, Public Utilities Department  
Nick Wright, Labor Relations Manager, Municipal Employees Association  
Tim Douglas, President, American Federation of State, County and Municipal Employees, Local 127



THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: March 28, 2023

TO: Civil Service Commission  
via Douglas Edwards, Director, Personnel Department 

FROM: Rolando Charvel, Department of Finance Director and City Comptroller

SUBJECT: Revise Addendum to Personnel Manual, Index Code D-3, Career Advancement

The Department of Finance (DoF) requests for the Civil Service Commission to consider revising the Addendum to Personnel Manual, Index Code D-3, Career Advancement. The proposed revision adds to the following career advancement classifications:

Entry-Level Classification	Promotional Opportunity
Accountant I (1102)	Finance Analyst I (1028)
Accountant II (1842)	Finance Analyst II (1029)

Adding these two classifications to the Career Advancement Occupational Series will assist the DoF with recruitment and retention efforts. The DoF would like to obtain a list of candidates with professional-level experience and training in maintaining budgetary, revenue, accounting and other financial records when recruiting for a Finance Analyst I and Finance Analyst II.

Allowing positions to be underfilled by entry-level classifications would be helpful to:

- Allow the candidate to gain the experience and skills required for advancement.
- Create a built-in potential to career advance to a promotion job classification.
- Expedite and streamline the process to fill the promotional job classification.
- Obtain a list of candidates with professional-level experience and training.
- Attract candidates to career advance to the Finance Analyst series.
- Reduce the number of skilled and experienced employees who leave City employment for other jobs.
- Retain candidates with whom DoF has built working relationships, trained, and mentored. Therefore, the candidate will gain the experience and training required to promote to the Finance Analyst III and IV series eventually. Hence rewarding City employees with promotions that reflect the increasing value of their experience, knowledge, and training to the City.

The knowledge, skills, abilities and duties of an Accountant I and Accountant II directly apply to that of a Finance Analyst I and a Finance Analyst II.

Page 2  
Civil Service Commission  
via Douglas Edwards, Personnel Director  
March 28, 2023

I respectfully request to revise the Addendum to Personnel Manual, Index Code D-3, Career Advancement. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "R Charvel", with a large circular flourish at the beginning.

Rolando Charvel  
Department of Finance Director and City Comptroller

RC/sr

cc: Matthew Vespi, Chief Financial Officer  
Julie Rasco, Director, Human Resources Department  
Jeffrey Peelle, Assistant Director, Department of Finance  
Anne Lamén Aban, Assistant Director, Personnel Department



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Proposed Salary Review Process for Fiscal Year 2025

---

City Charter Section 130 provides: "It shall be the duty of the Civil Service Commission to prepare and furnish to the Council...a report identifying classifications of employees in the Classified Service which merit special salary consideration because of recruitment or retention problems, changes in duties or responsibilities, or other special factors the Commission deems appropriate."

Attached for your information is the Salary Review Schedule which outlines the key steps and dates to be followed in the upcoming salary review process for Fiscal Year 2025.

As outlined in Attachment 1, the process begins with a letter to departments and recognized employee organizations inviting them to submit salary proposals for the creation of new classifications, deletion of existing classifications, title changes, and special salary adjustments. In September 2023, the Commission will review the proposals submitted and either approve or deny staff's recommendations regarding which salary proposals merit further study. At the October 2023, November 2023, December 2023, February 2024, and March 2024 meetings, staff will report to the Commission their recommendations on those salary proposals approved for study.

So that staff may focus their efforts on those issues relevant to Charter Section 130, proposers will be reminded that they have the burden of proof. They must submit all facts and data in support of their requests. This includes identifying specific duties which have changed; additional knowledge, skills, and abilities required; and specific information and data regarding turnover or recruitment problems which have occurred.

It is imperative that information justifying each request be provided on the Salary Proposal Request Form (Attachment 2). Unless complete and accurate information is provided by proposers at the outset, the Commission will have an insufficient basis for their decisions regarding whether staff should study the proposals.



Page 2  
Civil Service Commission  
May 26, 2023

In addition, this information is needed so that staff can respond to the issues raised, consider the proposals, and submit recommendations in a timely and efficient manner.



Douglas Edwards  
Personnel Director

DE:RM:km

Attachments: 1. Salary Review Schedule for Fiscal Year 2025  
2. Salary Proposal Request Form

I:\CSC\CSC Items\2023\6. June 1, 2023\Proposed Salary Review Process for Fiscal Year 2025.docx

**CITY OF SAN DIEGO CIVIL SERVICE COMMISSION****Salary Review Schedule for Fiscal Year 2025**

Friday, June 2, 2023	Notice to departments and recognized employee organizations inviting them to submit proposals for the creation of new classifications, deletion of existing classifications, title changes, and special salary adjustments in accordance with provisions of current ratified M.O.U.'s between the City and recognized employee organizations.
Wednesday, July 5, 2023	Proposals from <b>Mayoral Department Directors</b> due to the Human Resources Department.
Wednesday, July 12, 2023	All proposals due to the Personnel Department.
Thursday, September 7, 2023*	Staff presents their recommendations regarding which salary proposals merit further study. Proposers may present information to the Civil Service Commission in support of their salary requests.
Thursday, October 5, 2023*	Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.
Thursday, November 2, 2023*	Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.
Thursday, December 7, 2023*	Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.
Thursday, February 1, 2024*	Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.
Thursday, March 7, 2024*	Staff presents their recommendations on special salary adjustments, new classifications, classification deletions and title changes. Proposers may make presentations in support of their proposals.

\*Projected Civil Service Commission meeting date may be subject to change.



City of San Diego  
Civil Service Commission

No.

**SALARY PROPOSAL REQUEST FORM**

**INSTRUCTIONS:** Submit only one proposal per form. Each proposal should contain specific justification as requested below. Proposals requiring Mayoral review must be submitted to the Human Resources Department by **July 5, 2023**. All proposals must be forwarded to the Personnel Department no later than **July 12, 2023**. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

Individual employees cannot submit a proposal for their own position or on behalf of a group of employees or an entire classification.

**PROPOSAL:** Please indicate the type of salary proposal by placing a check in the appropriate box below.

☐ Special salary adjustment for existing classification(s):

List classifications(s) \_\_\_\_\_

Current Monthly Salary (Step E) \_\_\_\_\_ Percentage of Adjustment \_\_\_\_\_

Basis for adjustment: (Check appropriate box(es) below and attach additional pages as needed.)

- ☐ Significant change in duties and responsibilities (Please describe in detail.)
- ☐ Inappropriate supervisory differential.
- ☐ Turnover (Indicate the number of individuals who have left along with names, dates, and reasons for leaving, if possible.)
- ☐ Recruiting problems (Provide a detailed explanation of problems experienced.)
- ☐ Other \_\_\_\_\_

☐ New Classification:

Proposed classification title \_\_\_\_\_ Proposed monthly salary \_\_\_\_\_

Basis for request: Explain below why a new classification is necessary and how the duties of the proposed new class differ from those of existing classes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Deletion of Existing Classification:

Classification title \_\_\_\_\_

Basis for request: Explain below why this classification is no longer needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Title Change:

Current title of classification \_\_\_\_\_

Proposed new title \_\_\_\_\_

Basis for request: Explain below why the proposed title is more appropriate than the current title.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPPORTING JUSTIFICATION FOR PROPOSAL:** It is your responsibility to provide detailed and specific documentation to support this request. Unless detailed justification is submitted to support each of the items checked above, the Civil Service Commission may deny the request to study the proposal. Attach additional pages if more space is needed.

Proposed by: (Please print name)

Title

Date

Department Head or Employee Organization

Signature

Date





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: 2022 Equal Employment Opportunity Annual Report

---

The Equal Employment Opportunity Program was adopted by the City Council on February 25, 1991. As a result of Council adopting this program, the Civil Service Commission directed staff to provide regular Equal Employment Opportunity Reports. Attached is the 2022 Equal Employment Opportunity (EEO) Annual Report. This report contains tables which refer to County Labor Force Availability and City Population Availability statistics. These statistics were derived from U.S. Department of Commerce Census Bureau data sets, specifically the 5-Year (2014-2018) American Community Survey data. This report reflects updated occupational and ethnic categories consistent with the current federal reporting requirements.

The 2022 EEO Report uses updated ethnic and occupational categories from a federal EEO Tabulation which is sponsored by four federal agencies consisting of the Equal Employment Opportunity Commission, the Employment Litigation Section of the Civil Rights Division at the Department of Justice, the Office of Federal Contract Compliance Programs at the Department of Labor, and the Office of Personnel Management. The occupational categories used for the 2020 Census differed from the occupational categories used for the 2010 Census, so there was no year-to-year comparison of the data last year. The 2021 EEO report was a starting point for future comparisons of the ethnic and gender breakdown of the City's workforce.

This report contains definitions of occupational categories which describe typical classifications included within each category, Citywide data, department detail data, and attachments containing the hires, promotions, demotions, and separations of sworn and uniformed personnel within the Fire-Rescue and Police Departments (Attachments A and B at the end of the report). The department detail tables show Citywide representation for the occupational categories listed, and the status of each of the City's departments. As a result of restructuring, various departments and divisions of departments may have been transferred, merged, or deleted.



Page 2  
Civil Service Commission  
May 26, 2023

A review of the department detail tables indicates that potential underrepresentation, relative to County Labor Force Availability, exists in many areas Citywide. As in previous years, staff will distribute memorandums to City departments where areas of underrepresentation exist, offering assistance and guidance as well as discussing techniques to facilitate securing a diverse workforce.

The Personnel Department continues to apply a variety of process improvements and broad-based recruitment and outreach efforts to meet the City's needs. These efforts include keeping some entry-level positions open continuously for recruitment, taking a more proactive approach in recruiting by attending numerous online and in person career events focusing on areas of underrepresentation, and evaluating our workforce development plan to facilitate securing qualified and diverse candidates for consideration by departments when filling vacancies.

The Personnel Department encourages all City departments to recognize that a diverse workforce is a positive reflection of the community it serves. We will continue to actively assist City departments in areas of recruiting, training, and workforce planning to ensure that areas of underrepresentation are addressed and mitigated.



Douglas Edwards  
Personnel Director

DE:DK:km

Attachment: 1. 2022 Equal Employment Opportunity Annual Report

I:\CSC\CSC Items\2023\6. June 1, 2023\2022 EEO Report\2022 EEO Report.docx

# **City of San Diego**

## **CIVIL SERVICE COMMISSION**

### **Personnel Department**



## **EQUAL EMPLOYMENT OPPORTUNITY**

### **ANNUAL REPORT**

**2022**

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

TABLE OF CONTENTS

	Page
DEFINITIONS-LABOR FORCE AND POPULATION AVAILABILITY .....	1
DEFINITIONS-OCCUPATIONAL CATEGORIES.....	2-4
COUNTY LABOR FORCE AVAILABILITY (Table 1).....	5
CITY POPULATION AVAILABILITY (Table 2).....	6
CITYWIDE REPRESENTATION.....	7
CITYWIDE REPRESENTATION BY OCCUPATIONAL CATEGORY .....	8-9
<b>CITY DEPARTMENTS AND PROGRAMS BY OCCUPATIONAL CATEGORY</b>	
CITY ATTORNEY’S OFFICE .....	10
CITY COUNCIL .....	11
COMMISSION ON POLICE PRACTICES .....	12
COMMUNICATIONS DEPARTMENT.....	13
COMPLIANCE DEPARTMENT .....	14
DEBT MANAGEMENT DEPARTMENT .....	15
DEPARTMENT OF CULTURAL AFFAIRS .....	16
DEPARTMENT OF FINANCE .....	17
DEPARTMENT OF GENERAL SERVICES .....	18-19
DEPARTMENT OF INFORMATION TECHNOLOGY.....	20
DEPARTMENT OF REAL ESTATE AND AIRPORT MANAGEMENT.....	21
DEPARTMENT OF SUSTAINABILITY AND MOBILITY .....	22
DEVELOPMENT SERVICES DEPARTMENT .....	23
ECONOMIC DEVELOPMENT DEPARTMENT.....	24

ENVIRONMENTAL SERVICES DEPARTMENT .....	25-26
ETHICS COMMISSION .....	27
FIRE-RESCUE DEPARTMENT .....	28-29
GOVERNMENT AFFAIRS DEPARTMENT .....	30
HOMELESSNESS STRATEGIES AND SOLUTIONS DEPARTMENT.....	31
HOMELESSNESS STRATEGIES DEPARTMENT .....	32
HUMAN RESOURCES DEPARTMENT .....	33
LIBRARY DEPARTMENT .....	34
MOBILITY DEPARTMENT .....	35
OFFICE OF BOARDS AND COMMISSIONS.....	36
OFFICE OF EMERGENCY SERVICES.....	37
OFFICE OF RACE AND EQUITY .....	38
OFFICE OF THE CHIEF OPERATING OFFICER.....	39
OFFICE OF THE CITY AUDITOR.....	40
OFFICE OF THE CITY CLERK.....	41
OFFICE OF THE CITY TREASURER .....	42
OFFICE OF THE INDEPENDENT BUDGET ANALYST .....	43
OFFICE OF THE MAYOR.....	44
PARKS AND RECREATION DEPARTMENT .....	45-46
PERFORMANCE AND ANALYTICS DEPARTMENT.....	47
PERSONNEL DEPARTMENT.....	48
PLANNING DEPARTMENT.....	49
POLICE DEPARTMENT .....	50-51
PUBLIC UTILITIES DEPARTMENT.....	52-53
PUBLIC WORKS DEPARTMENT – ENGINEERING AND CAPITAL PROJECTS .....	54
PURCHASING AND CONTRACTING DEPARTMENT .....	55



RISK MANAGEMENT DEPARTMENT .....	56
SDCERS .....	57
SPECIAL EVENTS AND FILMING .....	58
SPECIAL PROJECTS .....	59
STORM WATER DEPARTMENT .....	60-61
SUSTAINABILITY DEPARTMENT.....	62
TRANSPORTATION DEPARTMENT .....	63-64
ATTACHMENT A – Hires/Promotions/Demotions/Separations – Fire-Rescue .....	1-2
ATTACHMENT B – Hires/Promotions/Demotions/Separations – Police.....	1-2

**This Page is Intentionally Left Blank**

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**County Labor Force Availability**

Labor force availability data is based upon the actual representation of all ethnic groups and women in the workforce in each occupational category. Figures are extracted from the U.S. Census to establish the percentage of the various ethnic groups as identified by the census in the labor market in work similar to that done by City employees. (See Page 5)

**City Population Availability**

City departments are encouraged to work toward equitable representation for all groups present in the City of San Diego general population. Consequently, Appointing Authorities must review their own departments. (See Page 6)

**The Nature of Equal Employment Opportunity Data Review**

Focus and emphasis is placed upon establishing fair and equitable representation of all segments of the City population in all occupational groups of the City's workforce. Appointing Authorities should realize that this review is entirely consistent with the merit principle upon which the City's employment system is based. There is no requirement to hire, transfer, or promote a person who is not qualified on the basis of objective job-related criteria.

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**EQUAL EMPLOYMENT OPPORTUNITY OCCUPATIONAL CATEGORY DEFINITIONS**

**OFFICIALS AND MANAGERS**

Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies and direct departments, divisions, programs or other units of an agency's operation. Occupations include top management jobs in the Unclassified Service such as Department Director. **NOTE:** Vacancies in this category are not filled under the Civil Service procedures administered by the Personnel Department.

**PROFESSIONALS**

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. One of the most wide-ranging, populous groups. Includes very specialized classifications such as Horticulturist and Victim Services Coordinator. Also includes several lengthy series that range from the sub-professional to the professional levels, such as Administrative Aide I to Supervising Management Analyst.

**TECHNICIANS**

Occupations generally requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutes and community colleges, or through equivalent on-the-job training. Includes classifications such as Graphic Designer and Junior Engineering Aide.

**ADMINISTRATIVE SUPPORT WORKERS**

Includes all clerical-type work regardless of level of difficulty. Occupations include Fire Dispatcher, Cashier, Office Support Specialist, and their supervisors.

**CRAFT WORKERS**

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes the skilled trades and their supervisors. Occupation examples include Electrician, Locksmith and Carpenter.



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**OPERATIVES**

Workers who operate equipment for transporting, excavating, lifting, loading materials requiring intermediate skill which can be mastered in a few weeks and generally require only limited training. Occupations include Motor Sweeper Operator, Sanitation Driver I, Heavy Truck Driver I, and Refuse Collection supervisory personnel.

**LABORERS AND HELPERS**

Working in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Unskilled, entry-level laborers, as well as skilled workers and their supervisory chain-of-command. Occupations include Building Service Technician, Laborer, and Lake Aide.

**PROTECTIVE SERVICE OCCUPATIONS**

► **Fire**

- **FIRST-LINE SUPERVISORS/MANAGERS OF FIRE FIGHTING AND PREVENTION WORKERS**

- Deputy Fire Chief, Assistant Fire Marshal, Fire Battalion Chief, Fire Prevention Supervisor, Fire Captain

- **FIRE FIGHTING AND PREVENTION WORKERS**

- Fire Engineer, Fire Fighter III, Fire Fighter II, Fire Fighter I, Fire Recruit, Fire Prevention Inspector II, and Fire Prevention Inspector I

► **Police**

- **FIRST-LINE SUPERVISORS/MANAGERS OF LAW ENFORCEMENT WORKERS**

- Assistant Police Chief, Police Captain, Police Lieutenant, Police Sergeant

- **DETECTIVES AND CRIMINAL INVESTIGATORS**

- Police Detective

- **POLICE OFFICERS**

- Police Officer III, Police Officer II, Police Officer I, Police Recruit

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

► **Other Safety**

- **OTHER PROTECTIVE SERVICE WORKERS**

- Marine Safety Captain, Marine Safety Lieutenant, Lifeguard Sergeant, Lifeguard III, Lifeguard II, Lifeguard I, Pool Guard II, and Pool Guard I

**SERVICE WORKERS**

Non-protective service workers. Occupations include the Custodial Series, Recreation positions and Laboratory Assistant.

**EXEMPT**

Elected officials and those Unclassified employees they appoint. Includes Deputy City Attorney.

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**COUNTY LABOR FORCE AVAILABILITY**

Occupational Category	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female
Officials and Managers	3.8%	19.5%	9.9%	0.4%	0.3%	2.9%	39.8%
Professionals	3.5%	16.0%	17.6%	0.2%	0.4%	3.2%	49.6%
Technicians	4.8%	30.1%	19.9%	0.2%	0.5%	3.4%	59.0%
Administrative Support Workers	6.0%	32.6%	11.3%	0.4%	0.8%	3.2%	71.3%
Craft Workers	2.8%	45.9%	6.5%	0.4%	0.3%	1.4%	6.6%
Operatives	5.9%	42.2%	12.9%	0.5%	0.7%	3.1%	23.4%
Laborers and Helpers	4.4%	62.3%	4.8%	0.4%	0.7%	2.3%	16.4%
1ST-Line Supvs/Mgrs of Fire FT & Prev	0.8%	6.7%	7.6%	0.8%	0.0%	0.0%	4.8%
Firefighting & Prevention Wrkrs	1.9%	22.4%	0.1%	0.3%	0.1%	3.4%	6.3%
1ST-Line Supvs/Mgrs of Law Enforce Wrkrs	5.8%	42.0%	3.7%	0.0%	1.7%	3.4%	16.3%
Detectives and Criminal Investigators	6.9%	29.5%	4.9%	0.0%	0.7%	1.4%	24.3%
Police Officers	9.6%	36.3%	4.9%	0.5%	0.4%	4.8%	14.3%
Other Prot Service Wrkrs	2.6%	25.8%	3.6%	0.0%	0.2%	3.1%	39.8%
Service Workers	5.4%	45.2%	11.2%	0.3%	0.4%	2.9%	54.2%

**Table 1. Source:** U.S. Department of Commerce, Census Bureau, American Community Survey, SD County Data Source Table-EEO-1 Categories & Prot Serv Class, 5-year ACS data. The EEO Tabulation from which the occupation categories in the report are derived is sponsored by four Federal agencies consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM).



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY POPULATION AVAILABILITY**

City Population Availability	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female
<b>City of San Diego</b>	6.5%	30.1%	16.7%	0.4%	0.4%	5.2%	49.5%

**Table 2. Source:** U.S. Department of Commerce, Census Bureau, 2018 American Community Survey, 5-year Population Availability Demographic Characteristics Profile Data, Geography-San Diego City, CA.



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITYWIDE REPRESENTATION  
(Percentages shown are percentage of TOTAL CITY EMPLOYEES)**

		Female		Male		Non-Binary		Total	
<b>White</b>									
	12/24/2021	1568	13.95%	3281	29.18%	2	0.02%	4851	43.15%
	12/23/2022	1604	13.70%	3264	27.89%	8	0.07%	4876	41.66%
<b>Black or African American</b>									
	12/24/2021	432	3.84%	844	7.51%	0	0.00%	1276	11.35%
	12/23/2022	433	3.70%	861	7.36%	2	0.02%	1296	11.07%
<b>Hispanic or Latino</b>									
	12/24/2021	1082	9.62%	2350	20.90%	1	0.01%	3433	30.53%
	12/23/2022	1176	10.05%	2557	21.85%	4	0.03%	3737	31.93%
<b>Asian</b>									
	12/24/2021	503	4.47%	756	6.72%	0	0.00%	1259	11.20%
	12/23/2022	519	4.43%	779	6.66%	2	0.02%	1300	11.11%
<b>American Indian or Alaska Native</b>									
	12/24/2021	23	0.20%	28	0.25%	0	0.00%	51	0.45%
	12/23/2022	20	0.17%	32	0.27%	0	0.00%	52	0.44%
<b>Native Hawaiian or Other Pacific Islander</b>									
	12/24/2021	14	0.12%	41	0.36%	0	0.00%	55	0.49%
	12/23/2022	18	0.15%	50	0.43%	0	0.00%	68	0.58%
<b>Other/Two or more races</b>									
	12/24/2021	120	1.07%	196	1.74%	2	0.02%	318	2.83%
	12/23/2022	145	1.24%	227	1.94%	4	0.03%	376	3.21%
<b>Non-White</b>									
	12/24/2021	2174	19.34%	4215	37.49%	3	0.03%	6392	56.85%
	12/23/2022	2311	19.74%	4506	38.50%	12	0.10%	6829	58.34%
<b>Total Employees:</b>									
	12/24/2021	3742	33.28%	7496	66.67%	5	0.04%	11243	100%
	12/23/2022	3915	33.45%	7770	66.38%	20	0.17%	11705	100%

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITYWIDE REPRESENTATION BY OCCUPATIONAL CATEGORY

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
12/24/2021	529	319	60.30%	33	6.24%	89	16.82%	67	12.67%	1	0.19%	0	0.00%	20	3.78%	271	51.23%	257	48.58%	1	0.19%
12/23/2022	601	352	58.57%	39	6.49%	107	17.80%	85	14.14%	0	0.00%	0	0.00%	18	3.00%	313	52.08%	287	47.75%	1	0.17%
<b>Professionals</b>																					
12/24/2021	2605	1110	42.61%	210	8.06%	665	25.53%	536	20.58%	10	0.38%	3	0.12%	71	2.73%	1295	49.71%	1308	50.21%	2	0.08%
12/23/2022	2802	1160	41.40%	222	7.92%	772	27.55%	541	19.31%	12	0.43%	6	0.21%	89	3.18%	1402	50.04%	1391	49.64%	9	0.32%
<b>Technicians</b>																					
12/24/2021	312	131	41.99%	32	10.26%	97	31.09%	36	11.54%	2	0.64%	1	0.32%	13	4.17%	96	30.77%	216	69.23%	0	0.00%
12/23/2022	330	135	40.91%	38	11.52%	105	31.82%	37	11.21%	2	0.61%	1	0.30%	12	3.64%	102	30.91%	228	69.09%	0	0.00%
<b>Administrative Support Workers</b>																					
12/24/2021	1423	441	30.99%	218	15.32%	498	35.00%	192	13.49%	13	0.91%	15	1.05%	46	3.23%	1001	70.34%	422	29.66%	0	0.00%
12/23/2022	1442	452	31.35%	206	14.29%	503	34.88%	196	13.59%	11	0.76%	20	1.39%	54	3.74%	977	67.75%	458	31.76%	7	0.49%
<b>Craft Workers</b>																					
12/24/2021	774	245	31.65%	112	14.47%	334	43.15%	62	8.01%	2	0.26%	3	0.39%	16	2.07%	38	4.91%	736	95.09%	0	0.00%
12/23/2022	786	244	31.04%	111	14.12%	354	45.04%	54	6.87%	2	0.25%	3	0.38%	18	2.29%	38	4.83%	748	95.17%	0	0.00%
<b>Operatives</b>																					
12/24/2021	266	23	8.65%	96	36.09%	122	45.86%	11	4.14%	4	1.50%	4	1.50%	6	2.26%	9	3.38%	257	96.62%	0	0.00%
12/23/2022	326	23	7.06%	103	31.60%	171	52.45%	10	3.07%	5	1.53%	3	0.92%	11	3.37%	11	3.37%	315	96.63%	0	0.00%
<b>Laborers and Helpers</b>																					
12/24/2021	1151	210	18.25%	275	23.89%	574	49.87%	59	5.13%	3	0.26%	14	1.22%	16	1.39%	131	11.38%	1020	88.62%	0	0.00%
12/23/2022	1196	191	15.97%	271	22.66%	630	52.68%	60	5.02%	4	0.33%	16	1.34%	24	2.01%	126	10.54%	1070	89.46%	0	0.00%
<b>1ST-Line Supvs/Mgrs of Fire FT &amp; Prev</b>																					
12/24/2021	262	170	64.89%	13	4.96%	55	20.99%	22	8.40%	1	0.38%	0	0.00%	1	0.38%	7	2.67%	255	97.33%	0	0.00%
12/23/2022	268	175	65.30%	10	3.73%	60	22.39%	21	7.84%	1	0.37%	0	0.00%	1	0.37%	5	1.87%	263	98.13%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITYWIDE REPRESENTATION BY OCCUPATIONAL CATEGORY**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>1ST-Line Supvs/Mgrs of Law Enforce Wrks</b>																					
12/24/2021	366	237	64.75%	26	7.10%	64	17.49%	35	9.56%	4	1.09%	0	0.00%	0	0.00%	46	12.57%	320	87.43%	0	0.00%
12/23/2022	346	223	64.45%	26	7.51%	58	16.76%	36	10.40%	3	0.87%	0	0.00%	0	0.00%	42	12.14%	304	87.86%	0	0.00%
<b>Detectives and Criminal Investigators</b>																					
12/24/2021	251	149	59.36%	9	3.59%	75	29.88%	18	7.17%	0	0.00%	0	0.00%	0	0.00%	76	30.28%	175	69.72%	0	0.00%
12/23/2022	221	134	60.63%	8	3.62%	67	30.32%	12	5.43%	0	0.00%	0	0.00%	0	0.00%	69	31.22%	152	68.78%	0	0.00%
<b>Police Officers</b>																					
12/24/2021	1331	689	51.77%	83	6.24%	404	30.35%	112	8.41%	2	0.15%	5	0.38%	36	2.70%	197	14.80%	1134	85.20%	0	0.00%
12/23/2022	1316	639	48.56%	90	6.84%	427	32.45%	116	8.81%	2	0.15%	6	0.46%	36	2.74%	209	15.88%	1107	84.12%	0	0.00%
<b>Other Prot Service Wrks</b>																					
12/24/2021	565	386	68.32%	16	2.83%	115	20.35%	19	3.36%	3	0.53%	3	0.53%	23	4.07%	153	27.08%	412	72.92%	0	0.00%
12/23/2022	585	406	69.40%	11	1.88%	106	18.12%	28	4.79%	4	0.68%	3	0.51%	27	4.62%	164	28.03%	420	71.79%	1	0.17%
<b>Service Workers</b>																					
12/24/2021	423	102	24.11%	116	27.42%	144	34.04%	29	6.86%	1	0.24%	4	0.95%	27	6.38%	213	50.35%	209	49.41%	1	0.24%
12/23/2022	473	121	25.58%	118	24.95%	161	34.04%	31	6.55%	1	0.21%	5	1.06%	36	7.61%	232	49.05%	240	50.74%	1	0.21%
<b>Exempt</b>																					
12/24/2021	286	179	62.59%	17	5.94%	50	17.48%	30	10.49%	1	0.35%	0	0.00%	9	3.15%	165	57.69%	120	41.96%	1	0.35%
12/23/2022	294	180	61.22%	19	6.46%	50	17.01%	34	11.56%	1	0.34%	0	0.00%	10	3.40%	169	57.48%	124	42.18%	1	0.34%
<b>Firefighting &amp; Prevention Wrks</b>																					
12/24/2021	699	460	65.81%	20	2.86%	147	21.03%	31	4.43%	4	0.57%	3	0.43%	34	4.86%	44	6.29%	655	93.71%	0	0.00%
12/23/2022	719	441	61.34%	24	3.34%	166	23.09%	39	5.42%	4	0.56%	5	0.70%	40	5.56%	56	7.79%	663	92.21%	0	0.00%
<b>Total:</b>																					
12/24/2021	11243	4851	43.15%	1276	11.35%	3433	30.53%	1259	11.20%	51	0.45%	55	0.49%	318	2.83%	3742	33.28%	7496	66.67%	5	0.04%
12/23/2022	11705	4876	41.66%	1296	11.07%	3737	31.93%	1300	11.11%	52	0.44%	68	0.58%	376	3.21%	3915	33.45%	7770	66.38%	20	0.17%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**City Attorney's Office**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	8	4	50.00%	1	12.50%	2	25.00%	1	12.50%	0	0.00%	0	0.00%	0	0.00%	5	62.50%	3	37.50%	0	0.00%
12/23/2022	9	4	44.44%	1	11.11%	2	22.22%	1	11.11%	0	0.00%	0	0.00%	1	11.11%	5	55.56%	4	44.44%	0	0.00%
<b>Professionals</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	65	35	53.85%	6	9.23%	16	24.62%	7	10.77%	0	0.00%	0	0.00%	1	1.54%	30	46.15%	35	53.85%	0	0.00%
12/23/2022	75	37	49.33%	6	8.00%	23	30.67%	8	10.67%	0	0.00%	0	0.00%	1	1.33%	35	46.67%	40	53.33%	0	0.00%
<b>Administrative Support Workers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	128	48	37.50%	18	14.06%	49	38.28%	10	7.81%	0	0.00%	1	0.78%	2	1.56%	114	89.06%	14	10.94%	0	0.00%
12/23/2022	124	48	38.71%	13	10.48%	48	38.71%	10	8.06%	0	0.00%	1	0.81%	4	3.23%	110	88.71%	14	11.29%	0	0.00%
<b>Exempt</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>																					
12/24/2021	177	131	74.01%	6	3.39%	17	9.60%	20	11.30%	1	0.56%	0	0.00%	2	1.13%	109	61.58%	68	38.42%	0	0.00%
12/23/2022	188	138	73.40%	6	3.19%	19	10.11%	21	11.17%	1	0.53%	0	0.00%	3	1.60%	113	60.11%	75	39.89%	0	0.00%
<b>Total:</b>																					
12/24/2021	378	218	57.67%	31	8.20%	84	22.22%	38	10.05%	1	0.26%	1	0.26%	5	1.32%	258	68.25%	120	31.75%	0	0.00%
12/23/2022	396	227	57.32%	26	6.57%	92	23.23%	40	10.10%	1	0.25%	1	0.25%	9	2.27%	263	66.41%	133	33.59%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**City Council**

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
<b>Officials and Managers</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	3	2	66.67%	0	0.00%	0	0.00%	0	0.00%	3	100.00%
12/23/2022	6	4	66.67%	0	0.00%	1	16.67%	1	0.00%	4	66.67%
<b>Professionals</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			3.50%	16.00%	17.60%	0.20%	0.40%	3.20%	49.60%		
12/24/2021	4	2	50.00%	0	0.00%	2	50.00%	0	0.00%	2	50.00%
12/23/2022	5	0	0.00%	0	0.00%	5	100.00%	0	0.00%	5	100.00%
<b>Administrative Support Workers</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			6.00%	32.60%	11.30%	0.40%	0.80%	3.20%	71.30%		
12/24/2021	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%
12/23/2022	3	1	33.33%	0	0.00%	2	66.67%	0	0.00%	3	100.00%
<b>Exempt</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>											
12/24/2021	88	41	46.59%	9	10.23%	26	29.55%	7	7.95%	0	0.00%
12/23/2022	86	35	40.70%	11	12.79%	26	30.23%	9	10.47%	0	0.00%
<b>Total:</b>											
12/24/2021	96	46	47.92%	9	9.38%	28	29.17%	8	8.33%	0	0.00%
12/23/2022	100	40	40.00%	11	11.00%	34	34.00%	10	10.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Commission on Police Practices

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
<b>Administrative Support Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
Total:																					
12/24/2021	3	0	0.00%	1	33.33%	1	33.33%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%	0	0.00%
12/23/2022	3	0	0.00%	1	33.33%	1	33.33%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Communications Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																			
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%		
12/24/2021	14	7	50.00%	2	14.29%	4	28.57%	1	7.14%	0	0.00%	0	0.00%	0	0.00%	11	78.57%	3	21.43%
12/23/2022	14	6	42.86%	2	14.29%	5	35.71%	1	7.14%	0	0.00%	0	0.00%	0	0.00%	11	78.57%	3	21.43%
<b>Professionals</b>																			
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%		
12/24/2021	14	7	50.00%	2	14.29%	3	21.43%	2	14.29%	0	0.00%	0	0.00%	0	0.00%	8	57.14%	6	42.86%
12/23/2022	14	7	50.00%	2	14.29%	3	21.43%	2	14.29%	0	0.00%	0	0.00%	0	0.00%	8	57.14%	6	42.86%
<b>Technicians</b>																			
COUNTY LABOR FORCE AVAILABILITY					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%		
12/24/2021	5	3	60.00%	0	0.00%	1	20.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%	1	20.00%	4	80.00%
12/23/2022	8	4	50.00%	0	0.00%	3	37.50%	1	12.50%	0	0.00%	0	0.00%	0	0.00%	4	50.00%	4	50.00%
<b>Craft Workers</b>																			
COUNTY LABOR FORCE AVAILABILITY					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%		
12/24/2021	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	2	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total:																			
12/24/2021	33	17	51.52%	4	12.12%	8	24.24%	4	12.12%	0	0.00%	0	0.00%	0	0.00%	20	60.61%	13	39.39%
12/23/2022	38	17	44.74%	4	10.53%	13	34.21%	4	10.53%	0	0.00%	0	0.00%	0	0.00%	23	60.53%	15	39.47%




	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**Compliance Department**

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
<b>Officials and Managers</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	6	5	83.33%	0	0.00%	0	0.00%	0	0.00%	5	83.33%
12/23/2022	9	7	77.78%	1	11.11%	0	0.00%	0	0.00%	1	16.67%
<b>Professionals</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			3.50%	16.00%	17.60%	0.20%	0.40%	3.20%	49.60%		
12/24/2021	18	7	38.89%	1	5.56%	8	44.44%	2	11.11%	0	0.00%
12/23/2022	17	6	35.29%	2	11.76%	7	41.18%	2	11.76%	0	0.00%
<b>Technicians</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			4.80%	30.10%	19.90%	0.20%	0.50%	3.40%	59.00%		
12/24/2021	2	1	50.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
12/23/2022	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total:</b>											
12/24/2021	26	13	50.00%	2	7.69%	9	34.62%	2	7.69%	0	0.00%
12/23/2022	27	13	48.15%	4	14.81%	8	29.63%	2	7.41%	0	0.00%

 Indicates areas where County Labor Force Availability was not met  
 Indicates areas where City Population Availability was not met  
 Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Debt Management Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	8	3	37.50%	0	0.00%	0	0.00%	3	37.50%	0	0.00%	0	0.00%	2	25.00%	6	75.00%	2	25.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	6	0	0.00%	0	0.00%	5	83.33%	0	0.00%	0	0.00%	0	0.00%	1	16.67%	2	33.33%	4	66.67%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total:																					
12/24/2021	14	3	21.43%	0	0.00%	5	35.71%	3	21.43%	0	0.00%	0	0.00%	3	21.43%	8	57.14%	6	42.86%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Department of Cultural Affairs

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
<b>Officials and Managers</b>											
COUNTY LABOR FORCE AVAILABILITY			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	3	3	100.00%	0	0.00%	0	0.00%	0	66.67%	1	33.33%
12/23/2022	3	3	100.00%	0	0.00%	0	0.00%	0	66.67%	1	33.33%
<b>Professionals</b>											
COUNTY LABOR FORCE AVAILABILITY			3.50%	16.00%	17.60%	0.20%	0.40%	3.20%	49.60%		
12/24/2021	4	4	100.00%	0	0.00%	0	0.00%	0	50.00%	2	50.00%
12/23/2022	3	3	100.00%	0	0.00%	0	0.00%	0	33.33%	2	66.67%
Total:											
12/24/2021	7	7	100.00%	0	0.00%	0	0.00%	0	57.14%	3	42.86%
12/23/2022	6	6	100.00%	0	0.00%	0	0.00%	0	50.00%	3	50.00%




	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**Department of Finance**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	27	13	48.15%	1	3.70%	8	29.63%	5	18.52%	0	0.00%	0	0.00%	0	0.00%	13	48.15%	14	51.85%	0	0.00%
12/23/2022	35	18	51.43%	1	2.86%	7	20.00%	7	20.00%	0	0.00%	0	0.00%	2	5.71%	16	45.71%	19	54.29%	0	0.00%
<b>Professionals</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	60	19	31.67%	2	3.33%	17	28.33%	20	33.33%	0	0.00%	0	0.00%	2	3.33%	31	51.67%	29	48.33%	0	0.00%
12/23/2022	78	22	28.21%	2	2.56%	27	34.62%	24	30.77%	0	0.00%	0	0.00%	3	3.85%	43	55.13%	35	44.87%	0	0.00%
<b>Administrative Support Workers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	11	3	27.27%	3	27.27%	5	45.45%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	81.82%	2	18.18%	0	0.00%
12/23/2022	12	3	25.00%	3	25.00%	5	41.67%	1	8.33%	0	0.00%	0	0.00%	0	0.00%	10	83.33%	2	16.67%	0	0.00%
<b>Total:</b>																					
12/24/2021	98	35	35.71%	6	6.12%	30	30.61%	25	25.51%	0	0.00%	0	0.00%	2	2.04%	53	54.08%	45	45.92%	0	0.00%
12/23/2022	125	43	34.40%	6	4.80%	39	31.20%	32	25.60%	0	0.00%	0	0.00%	5	4.00%	69	55.20%	56	44.80%	0	0.00%

 Indicates areas where County Labor Force Availability was not met  
 Indicates areas where City Population Availability was not met  
 Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Department of General Services

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
Officials and Managers											
COUNTY LABOR FORCE AVAILABILITY			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	6	2	33.33%	1	16.67%	1	16.67%	2	33.33%	0	0.00%
12/23/2022	6	2	33.33%	1	16.67%	1	16.67%	2	33.33%	4	66.67%
Professionals											
COUNTY LABOR FORCE AVAILABILITY			3.50%	16.00%	17.60%	0.20%	0.40%	3.20%	49.60%		
12/24/2021	18	7	38.89%	2	11.11%	5	27.78%	4	22.22%	0	0.00%
12/23/2022	17	6	35.29%	4	23.53%	2	11.76%	5	29.41%	0	0.00%
Technicians											
COUNTY LABOR FORCE AVAILABILITY			4.80%	30.10%	19.90%	0.20%	0.50%	3.40%	59.00%		
12/24/2021	4	2	50.00%	0	0.00%	2	50.00%	0	0.00%	0	0.00%
12/23/2022	3	1	33.33%	0	0.00%	2	66.67%	0	0.00%	3	100.00%
Administrative Support Workers											
COUNTY LABOR FORCE AVAILABILITY			6.00%	32.60%	11.30%	0.40%	0.80%	3.20%	71.30%		
12/24/2021	18	1	5.56%	2	11.11%	13	72.22%	1	5.56%	0	0.00%
12/23/2022	18	2	11.11%	2	11.11%	11	61.11%	1	5.56%	7	38.89%
Craft Workers											
COUNTY LABOR FORCE AVAILABILITY			2.80%	45.90%	6.50%	0.40%	0.30%	1.40%	6.60%		
12/24/2021	224	59	26.34%	16	7.14%	128	57.14%	14	6.25%	0	0.00%
12/23/2022	225	59	26.22%	17	7.56%	131	58.22%	11	4.89%	0	0.00%
Laborers and Helpers											
COUNTY LABOR FORCE AVAILABILITY			4.40%	62.30%	4.80%	0.40%	0.70%	2.30%	16.40%		
12/24/2021	51	12	23.53%	6	11.76%	26	50.98%	6	11.76%	0	0.00%
12/23/2022	37	6	16.22%	5	13.51%	20	54.05%	5	13.51%	0	0.00%

Indicates areas where County Labor Force Availability was not met  
Indicates areas where City Population Availability was not met  
Indicates areas where both City Population and County Labor Force Availability was not met



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**Department of General Services (continued)**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Service Workers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					5.40%		45.20%		11.20%		0.30%		0.40%		2.90%		54.20%				
12/24/2021	16	1	6.25%	7	43.75%	7	43.75%	1	6.25%	0	0.00%	0	0.00%	0	0.00%	9	56.25%	7	43.75%	0	0.00%
12/23/2022	13	0	0.00%	6	46.15%	6	46.15%	1	7.69%	0	0.00%	0	0.00%	0	0.00%	8	61.54%	5	38.46%	0	0.00%
<b>Total:</b>																					
12/24/2021	337	84	24.93%	34	10.09%	182	54.01%	28	8.31%	0	0.00%	3	0.89%	6	1.78%	32	9.50%	305	90.50%	0	0.00%
12/23/2022	319	76	23.82%	35	10.97%	173	54.23%	25	7.84%	0	0.00%	3	0.94%	7	2.19%	27	8.46%	292	91.54%	0	0.00%



Indicates areas where County Labor Force Availability was not met

Indicates areas where City Population Availability was not met

Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT




CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Department of Information Technology

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	47	26	55.32%	0	0.00%	5	10.64%	15	31.91%	0	0.00%	0	0.00%	1	2.13%	12	25.53%	35	74.47%	0	0.00%
12/23/2022	50	25	50.00%	1	2.00%	7	14.00%	16	32.00%	0	0.00%	0	0.00%	1	2.00%	15	30.00%	35	70.00%	0	0.00%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	30	18	60.00%	2	6.67%	6	20.00%	4	13.33%	0	0.00%	0	0.00%	0	0.00%	11	36.67%	19	63.33%	0	0.00%
12/23/2022	31	17	54.84%	2	6.45%	3	9.68%	9	29.03%	0	0.00%	0	0.00%	0	0.00%	13	41.94%	18	58.06%	0	0.00%
<b>Administrative Support Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	4	1	25.00%	1	25.00%	1	25.00%	1	25.00%	0	0.00%	0	0.00%	0	0.00%	4	100.00%	0	0.00%	0	0.00%
12/23/2022	7	1	14.29%	1	14.29%	1	14.29%	3	42.86%	0	0.00%	0	0.00%	1	14.29%	4	57.14%	3	42.86%	0	0.00%
<b>Craft Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%				
12/24/2021	22	8	36.36%	1	4.55%	11	50.00%	2	9.09%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	22	100.00%	0	0.00%
12/23/2022	21	7	33.33%	1	4.76%	11	52.38%	2	9.52%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	21	100.00%	0	0.00%
<b>Laborers and Helpers</b>																					
COUNTY LABOR FORCE AVAILABILITY					4.40%		62.30%		4.80%		0.40%		0.70%		2.30%		16.40%				
12/24/2021	7	0	0.00%	0	0.00%	3	42.86%	3	42.86%	0	0.00%	1	14.29%	0	0.00%	0	0.00%	7	100.00%	0	0.00%
12/23/2022	8	0	0.00%	0	0.00%	3	37.50%	4	50.00%	0	0.00%	1	12.50%	0	0.00%	0	0.00%	8	100.00%	0	0.00%
<b>Total:</b>																					
12/24/2021	110	53	48.18%	4	3.64%	26	23.64%	25	22.73%	0	0.00%	1	0.91%	1	0.91%	27	24.55%	83	75.45%	0	0.00%
12/23/2022	117	50	42.74%	5	4.27%	25	21.37%	34	29.06%	0	0.00%	1	0.85%	2	1.71%	32	27.35%	85	72.65%	0	0.00%

Indicates areas where County Labor Force Availability was not met  
Indicates areas where City Population Availability was not met  
Indicates areas where both City Population and County Labor Force Availability was not met



 Indicates areas where County Labor Force Availability was not met  
 Indicates areas where City Population Availability was not met  
 Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Department of Sustainability and Mobility

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
<b>Officials and Managers</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0	0.00%
12/23/2022	16	9	56.25%	0.00%	25.00%	12.50%	0.00%	6.25%	75.00%	4	25.00%
<b>Professionals</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			3.50%	16.00%	17.60%	0.20%	0.40%	3.20%	49.60%		
12/24/2021	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0	0.00%
12/23/2022	33	11	33.33%	3.03%	30.30%	30.30%	0.00%	3.03%	54.55%	15	45.45%
<b>Administrative Support Workers</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			6.00%	32.60%	11.30%	0.40%	0.80%	3.20%	71.30%		
12/24/2021	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0	0.00%
12/23/2022	3	0	0.00%	0.00%	2	66.67%	1	33.33%	0	0.00%	0
<b>Total:</b>											
12/24/2021	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0	0.00%
12/23/2022	52	20	38.46%	1.92%	16	30.77%	13	25.00%	0	0.00%	0

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Development Services Department




	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	33	23	69.70%	1	3.03%	3	9.09%	6	18.18%	0	0.00%	0	0.00%	0	0.00%	15	45.45%	18	54.55%	0	0.00%
12/23/2022	40	25	62.50%	3	7.50%	4	10.00%	8	20.00%	0	0.00%	0	0.00%	0	0.00%	21	52.50%	19	47.50%	0	0.00%
<b>Professionals</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	270	113	41.85%	15	5.56%	72	26.67%	55	20.37%	3	1.11%	1	0.37%	11	4.07%	111	41.11%	159	58.89%	0	0.00%
12/23/2022	304	131	43.09%	20	6.58%	75	24.67%	61	20.07%	3	0.99%	2	0.66%	12	3.95%	123	40.46%	181	59.54%	0	0.00%
<b>Technicians</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%				
12/24/2021	76	24	31.58%	11	14.47%	32	42.11%	6	7.89%	1	1.32%	1	1.32%	1	1.32%	33	43.42%	43	56.58%	0	0.00%
12/23/2022	94	33	35.11%	12	12.77%	39	41.49%	7	7.45%	1	1.06%	1	1.06%	1	1.06%	37	39.36%	57	60.64%	0	0.00%
<b>Administrative Support Workers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	58	14	24.14%	17	29.31%	20	34.48%	6	10.34%	0	0.00%	0	0.00%	1	1.72%	48	82.76%	10	17.24%	0	0.00%
12/23/2022	44	10	22.73%	12	27.27%	15	34.09%	6	13.64%	0	0.00%	1	2.27%	0	0.00%	36	81.82%	8	18.18%	0	0.00%
<b>Craft Workers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%				
12/24/2021	80	53	66.25%	4	5.00%	19	23.75%	2	2.50%	0	0.00%	0	0.00%	2	2.50%	6	7.50%	74	92.50%	0	0.00%
12/23/2022	87	55	63.22%	4	4.60%	23	26.44%	3	3.45%	0	0.00%	0	0.00%	2	2.30%	7	8.05%	80	91.95%	0	0.00%
<b>Total:</b>																					
12/24/2021	517	227	43.91%	48	9.28%	146	28.24%	75	14.51%	4	0.77%	2	0.39%	15	2.90%	213	41.20%	304	58.80%	0	0.00%
12/23/2022	569	254	44.64%	51	8.96%	156	27.42%	85	14.94%	4	0.70%	4	0.70%	15	2.64%	224	39.37%	345	60.63%	0	0.00%

Indicates areas where County Labor Force Availability was not met  
Indicates areas where City Population Availability was not met  
Indicates areas where both City Population and County Labor Force Availability was not met

## CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Economic Development Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	24	9	37.50%	3	12.50%	8	33.33%	3	12.50%	0	0.00%	0	0.00%	1	4.17%	20	83.33%	4	16.67%	0	0.00%
12/23/2022	26	11	42.31%	3	11.54%	8	30.77%	4	15.38%	0	0.00%	0	0.00%	0	0.00%	22	84.62%	4	15.38%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	22	7	31.82%	5	22.73%	6	27.27%	3	13.64%	1	4.55%	0	0.00%	0	0.00%	14	63.64%	8	36.36%	0	0.00%
12/23/2022	20	6	30.00%	5	25.00%	7	35.00%	1	5.00%	1	5.00%	0	0.00%	0	0.00%	16	80.00%	4	20.00%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	3	0	0.00%	2	66.67%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%	0	0.00%
12/23/2022	2	0	0.00%	1	50.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	0.00%
Total:																					
12/24/2021	49	16	32.65%	10	20.41%	14	28.57%	7	14.29%	1	2.04%	0	0.00%	1	2.04%	37	75.51%	12	24.49%	0	0.00%
12/23/2022	48	17	35.42%	9	18.75%	15	31.25%	6	12.50%	1	2.08%	0	0.00%	0	0.00%	40	83.33%	8	16.67%	0	0.00%

 Indicates areas where County Labor Force Availability was not met  
 Indicates areas where City Population Availability was not met  
 Indicates areas where both City Population and County Labor Force Availability was not met



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**Environmental Services Department**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	10	7	70.00%	0	0.00%	1	10.00%	1	10.00%	0	0.00%	0	0.00%	1	10.00%	2	20.00%	8	80.00%	0	0.00%
12/23/2022	14	10	71.43%	0	0.00%	2	14.29%	2	14.29%	0	0.00%	0	0.00%	0	0.00%	5	35.71%	9	64.29%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	95	43	45.26%	13	13.68%	23	24.21%	12	12.63%	1	1.05%	0	0.00%	3	3.16%	39	41.05%	56	58.95%	0	0.00%
12/23/2022	111	47	42.34%	14	12.61%	29	26.13%	13	11.71%	1	0.90%	0	0.00%	7	6.31%	41	36.94%	69	62.16%	1	0.90%
Technicians																					
COUNTY LABOR FORCE AVAILABILITY					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%				
12/24/2021	2	1	50.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	1	50.00%	0	0.00%
12/23/2022	2	1	50.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	1	50.00%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	37	12	32.43%	7	18.92%	12	32.43%	3	8.11%	1	2.70%	0	0.00%	2	5.41%	29	78.38%	8	21.62%	0	0.00%
12/23/2022	40	11	27.50%	8	20.00%	14	35.00%	4	10.00%	1	2.50%	0	0.00%	2	5.00%	29	72.50%	11	27.50%	0	0.00%
Craft Workers																					
COUNTY LABOR FORCE AVAILABILITY					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%				
12/24/2021	31	15	48.39%	2	6.45%	11	35.48%	1	3.23%	0	0.00%	0	0.00%	2	6.45%	1	3.23%	30	96.77%	0	0.00%
12/23/2022	30	14	46.67%	2	6.67%	11	36.67%	1	3.33%	0	0.00%	0	0.00%	2	6.67%	1	3.33%	29	96.67%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Environmental Services Department (continued)

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Operatives																					
COUNTY LABOR FORCE AVAILABILITY					5.90%		42.20%		12.90%		0.50%		0.70%		3.10%		23.40%				
12/24/2021	169	14	8.28%	64	37.87%	76	44.97%	6	3.55%	1	0.59%	4	2.37%	4	2.37%	4	2.37%	165	97.63%	0	0.00%
12/23/2022	225	14	6.22%	74	32.89%	118	52.44%	5	2.22%	1	0.44%	3	1.33%	10	4.44%	7	3.11%	218	96.89%	0	0.00%
Laborers and Helpers																					
COUNTY LABOR FORCE AVAILABILITY					4.40%		62.30%		4.80%		0.40%		0.70%		2.30%		16.40%				
12/24/2021	31	9	29.03%	12	38.71%	10	32.26%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	12.90%	27	87.10%	0	0.00%
12/23/2022	38	9	23.68%	10	26.32%	17	44.74%	1	2.63%	0	0.00%	1	2.63%	0	0.00%	4	10.53%	34	89.47%	0	0.00%
Total:																					
12/24/2021	375	101	26.93%	98	26.13%	134	35.73%	23	6.13%	3	0.80%	4	1.07%	12	3.20%	80	21.33%	295	78.67%	0	0.00%
12/23/2022	460	106	23.04%	108	23.48%	192	41.74%	26	5.65%	3	0.65%	4	0.87%	21	4.57%	88	19.13%	371	80.65%	1	0.22%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Ethics Commission

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
Officials and Managers											
COUNTY LABOR FORCE AVAILABILITY			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	5	3	60.00%	0	0.00%	2	40.00%	0	0.00%	0	0.00%
12/23/2022	6	4	66.67%	0	0.00%	2	33.33%	0	0.00%	4	80.00%
Total:											
12/24/2021	5	3	60.00%	0	0.00%	2	40.00%	0	0.00%	0	0.00%
12/23/2022	6	4	66.67%	0	0.00%	2	33.33%	0	0.00%	5	83.33%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Fire-Rescue Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	16	13	81.25%	1	6.25%	0	0.00%	1	6.25%	0	0.00%	0	0.00%	1	6.25%	6	37.50%	10	62.50%	0	0.00%
12/23/2022	16	12	75.00%	1	6.25%	0	0.00%	2	12.50%	0	0.00%	0	0.00%	1	6.25%	6	37.50%	10	62.50%	0	0.00%
Professionals														1	6.25%	6	37.50%	10	62.50%	0	0.00%
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	38	11	28.95%	3	7.89%	15	39.47%	9	23.68%	0	0.00%	0	0.00%	0	0.00%	25	65.79%	13	34.21%	0	0.00%
12/23/2022	42	11	26.19%	4	9.52%	20	47.62%	6	14.29%	0	0.00%	0	0.00%	0	0.00%	25	65.79%	13	34.21%	0	0.00%
Technicians														1	2.38%	31	73.81%	11	26.19%	0	0.00%
COUNTY LABOR FORCE AVAILABILITY					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%				
12/24/2021	4	3	75.00%	0	0.00%	0	0.00%	1	25.00%	0	0.00%	0	0.00%	0	0.00%	2	50.00%	2	50.00%	0	0.00%
12/23/2022	3	2	66.67%	0	0.00%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	2	50.00%	2	50.00%	0	0.00%
Administrative Support Workers														0	0.00%	1	33.33%	2	66.67%	0	0.00%
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	106	47	44.34%	11	10.38%	34	32.08%	8	7.55%	0	0.00%	1	0.94%	5	4.72%	64	60.38%	42	39.62%	0	0.00%
12/23/2022	117	56	47.86%	7	5.98%	40	34.19%	6	5.13%	0	0.00%	2	1.71%	6	5.13%	69	58.97%	47	40.17%	1	0.85%
Craft Workers																					
COUNTY LABOR FORCE AVAILABILITY					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%				
12/24/2021	6	5	83.33%	0	0.00%	1	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	100.00%	0	0.00%
12/23/2022	6	5	83.33%	0	0.00%	1	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	100.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Fire-Rescue Department (continued)

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
1ST-Line Supvs/Mgrs of Fire FT & Prev																					
COUNTY LABOR FORCE AVAILABILITY					0.80%		6.70%		7.60%		0.80%		0.00%		0.00%		4.80%				
12/24/2021	262	170	64.89%	13	4.96%	55	20.99%	22	8.40%	1	0.38%	0	0.00%	1	0.38%	7	2.67%	255	97.33%	0	0.00%
12/23/2022	268	175	65.30%	10	3.73%	60	22.39%	21	7.84%	1	0.37%	0	0.00%	1	0.37%	5	1.87%	263	98.13%	0	0.00%
Detectives and Criminal Investigators																					
COUNTY LABOR FORCE AVAILABILITY					6.90%		29.50%		4.90%		0.00%		0.70%		1.40%		24.30%				
12/24/2021	3	2	66.67%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%
12/23/2022	3	2	66.67%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%
Other Prot Service Wrkrs																					
COUNTY LABOR FORCE AVAILABILITY																					
12/24/2021	361	292	80.89%	8	2.22%	38	10.53%	6	1.66%	2	0.55%	3	0.83%	12	3.32%	73	20.22%	288	79.78%	0	0.00%
12/23/2022	372	306	82.26%	6	1.61%	33	8.87%	9	2.42%	3	0.81%	3	0.81%	12	3.23%	81	21.77%	290	77.96%	1	0.27%
Firefighting & Prevention Wrkrs																					
COUNTY LABOR FORCE AVAILABILITY					1.90%		22.40%		0.10%		0.30%		0.10%		3.40%		6.30%				
12/24/2021	699	460	65.81%	20	2.86%	147	21.03%	31	4.43%	4	0.57%	3	0.43%	34	4.86%	44	6.29%	655	93.71%	0	0.00%
12/23/2022	719	441	61.34%	24	3.34%	166	23.09%	39	5.42%	4	0.56%	5	0.70%	40	5.56%	56	7.79%	663	92.21%	0	0.00%
Total:																					
12/24/2021	1495	1003	67.09%	56	3.75%	291	19.46%	78	5.22%	7	0.47%	7	0.47%	53	3.55%	221	14.78%	1274	85.22%	0	0.00%
12/23/2022	1546	1010	65.33%	52	3.36%	321	20.76%	84	5.43%	8	0.52%	10	0.65%	61	3.95%	249	16.11%	1295	83.76%	2	0.13%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Government Affairs Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY				3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%					
12/24/2021	6	5	83.33%	0	0.00%	1	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	50.00%	3	50.00%	0	0.00%
12/23/2022	6	5	83.33%	0	0.00%	1	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	33.33%	4	66.67%	0	0.00%
Exempt																					
COUNTY LABOR FORCE AVAILABILITY																					
12/24/2021	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
Total:																					
12/24/2021	7	5	71.43%	0	0.00%	2	28.57%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	42.86%	4	57.14%	0	0.00%
12/23/2022	7	5	71.43%	0	0.00%	2	28.57%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	28.57%	5	71.43%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Homelessness Strategies and Solutions Department

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
<b>Officials and Managers</b>											
COUNTY LABOR FORCE AVAILABILITY			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	0	0	0.00%	0.00%	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	10	5	50.00%	20.00%	10.00%	1	10.00%	0	0.00%	0	0.00%
<b>Professionals</b>											
COUNTY LABOR FORCE AVAILABILITY			3.50%	16.00%	17.60%	0.20%	0.40%	3.20%	49.60%		
12/24/2021	0	0	0.00%	0.00%	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	2	0	0.00%	1	50.00%	1	50.00%	0	0.00%	0	0.00%
<b>Administrative Support Workers</b>											
COUNTY LABOR FORCE AVAILABILITY			6.00%	32.60%	11.30%	0.40%	0.80%	3.20%	71.30%		
12/24/2021	0	0	0.00%	0.00%	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total:</b>											
12/24/2021	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	13	5	38.46%	3	23.08%	2	15.38%	1	7.69%	0	0.00%

Indicates areas where County Labor Force Availability was not met

Indicates areas where City Population Availability was not met

Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Homelessness Strategies Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	6	3	50.00%	2	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	16.67%	4	66.67%	2	33.33%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	3	1	33.33%	0	0.00%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	1	33.33%	2	66.67%	1	33.33%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total:																					
12/24/2021	10	4	40.00%	2	20.00%	1	10.00%	1	10.00%	0	0.00%	0	0.00%	2	20.00%	6	60.00%	4	40.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Human Resources Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	26	15	57.69%	3	11.54%	4	15.38%	2	7.69%	0	0.00%	0	0.00%	2	7.69%	19	73.08%	7	26.92%	0	0.00%
12/23/2022	28	16	57.14%	4	14.29%	4	14.29%	3	10.71%	0	0.00%	0	0.00%	1	3.57%	21	75.00%	7	25.00%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	13	1	7.69%	3	23.08%	4	30.77%	4	30.77%	0	0.00%	0	0.00%	1	7.69%	9	69.23%	4	30.77%	0	0.00%
12/23/2022	12	3	25.00%	1	8.33%	6	50.00%	2	16.67%	0	0.00%	0	0.00%	0	0.00%	8	66.67%	4	33.33%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	5	1	20.00%	0	0.00%	1	20.00%	3	60.00%	0	0.00%	0	0.00%	0	0.00%	3	60.00%	2	40.00%	0	0.00%
12/23/2022	7	3	42.86%	0	0.00%	2	28.57%	2	28.57%	0	0.00%	0	0.00%	0	0.00%	6	85.71%	1	14.29%	0	0.00%
Total:																					
12/24/2021	44	17	38.64%	6	13.64%	9	20.45%	9	20.45%	0	0.00%	0	0.00%	3	6.82%	31	70.45%	13	29.55%	0	0.00%
12/23/2022	47	22	46.81%	5	10.64%	12	25.53%	7	14.89%	0	0.00%	0	0.00%	1	2.13%	35	74.47%	12	25.53%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Library Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	5	2	40.00%	1	20.00%	2	40.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	20.00%	3	60.00%	1	20.00%
12/23/2022	7	3	42.86%	1	14.29%	3	42.86%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	42.86%	3	42.86%	1	14.29%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	283	131	46.29%	21	7.42%	57	20.14%	63	22.26%	2	0.71%	0	0.00%	9	3.18%	204	72.08%	79	27.92%	0	0.00%
12/23/2022	295	139	47.12%	21	7.12%	67	22.71%	58	19.66%	2	0.68%	0	0.00%	8	2.71%	213	72.20%	77	26.10%	5	1.69%
<b>Administrative Support Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	226	81	35.84%	21	9.29%	55	24.34%	57	25.22%	2	0.88%	1	0.44%	9	3.98%	154	68.14%	72	31.86%	0	0.00%
12/23/2022	241	85	35.27%	20	8.30%	67	27.80%	60	24.90%	1	0.41%	0	0.00%	8	3.32%	162	67.22%	74	30.71%	5	2.07%
<b>Laborers and Helpers</b>																					
COUNTY LABOR FORCE AVAILABILITY					4.40%		62.30%		4.80%		0.40%		0.70%		2.30%		16.40%				
12/24/2021	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
Total:																					
12/24/2021	515	214	41.55%	43	8.35%	115	22.33%	120	23.30%	4	0.78%	1	0.19%	18	3.50%	359	69.71%	155	30.10%	1	0.19%
12/23/2022	544	227	41.73%	42	7.72%	138	25.37%	118	21.69%	3	0.55%	0	0.00%	16	2.94%	378	69.49%	155	28.49%	11	2.02%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Mobility Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	3	3	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	66.67%	1	33.33%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Professionals</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	10	2	20.00%	0	0.00%	4	40.00%	4	40.00%	0	0.00%	0	0.00%	0	0.00%	6	60.00%	4	40.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total:</b>																					
12/24/2021	13	5	38.46%	0	0.00%	4	30.77%	4	30.77%	0	0.00%	0	0.00%	0	0.00%	8	61.54%	5	38.46%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Office of Boards and Commissions

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY				3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%					
12/24/2021	3	0	0.00%	2	66.67%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%
12/23/2022	3	0	0.00%	2	66.67%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	33.33%	2	66.67%	0	0.00%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY				3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%					
12/24/2021	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
<b>Administrative Support Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY				6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%					
12/24/2021	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
<b>Total:</b>																					
12/24/2021	5	0	0.00%	4	80.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	40.00%	3	60.00%	0	0.00%
12/23/2022	5	0	0.00%	4	80.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	60.00%	2	40.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Office of Emergency Services

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	5	5	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	40.00%	3	60.00%	0	0.00%
12/23/2022	5	5	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	20.00%	4	80.00%	0	0.00%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	9	5	55.56%	2	22.22%	1	11.11%	0	0.00%	0	0.00%	0	0.00%	1	11.11%	7	77.78%	2	22.22%	0	0.00%
12/23/2022	7	4	57.14%	2	28.57%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	14.29%	6	85.71%	1	14.29%	0	0.00%
<b>1ST-Line Supvs/Mgrs of Law Enforce Wrks</b>																					
COUNTY LABOR FORCE AVAILABILITY					5.80%		42.00%		3.70%		0.00%		1.70%		3.40%		16.30%				
12/24/2021	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
<b>Other Prot Service Wrks</b>																					
COUNTY LABOR FORCE AVAILABILITY																					
12/24/2021	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
Total:																					
12/24/2021	15	11	73.33%	2	13.33%	1	6.67%	0	0.00%	0	0.00%	0	0.00%	1	6.67%	9	60.00%	6	40.00%	0	0.00%
12/23/2022	14	10	71.43%	2	14.29%	1	7.14%	0	0.00%	0	0.00%	0	0.00%	1	7.14%	7	50.00%	7	50.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Office of Race and Equity

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	3	0	0.00%	2	66.67%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%	0	0.00%
Total:																					
12/24/2021	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	3	0	0.00%	2	66.67%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%	0	0.00%



Indicates areas where County Labor Force Availability was not met

Indicates areas where City Population Availability was not met

Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Office of the Chief Operating Officer

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	7	5	71.43%	0	0.00%	1	14.29%	0	0.00%	0	0.00%	0	0.00%	1	14.29%	5	71.43%	2	28.57%	0	0.00%
12/23/2022	9	8	88.89%	0	0.00%	1	11.11%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	66.67%	3	33.33%	0	0.00%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Administrative Support Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	3	1	33.33%	0	0.00%	1	33.33%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%	0	0.00%
12/23/2022	4	1	25.00%	1	25.00%	0	0.00%	1	25.00%	0	0.00%	1	25.00%	0	0.00%	4	100.00%	0	0.00%	0	0.00%
<b>Exempt</b>																					
COUNTY LABOR FORCE AVAILABILITY																					
12/24/2021	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
Total:																					
12/24/2021	11	7	63.64%	0	0.00%	2	18.18%	1	9.09%	0	0.00%	0	0.00%	1	9.09%	8	72.73%	3	27.27%	0	0.00%
12/23/2022	15	9	60.00%	2	13.33%	2	13.33%	1	6.67%	0	0.00%	1	6.67%	0	0.00%	11	73.33%	4	26.67%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Office of the City Auditor

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	22	13	59.09%	0	0.00%	5	22.73%	2	9.09%	0	0.00%	0	0.00%	2	9.09%	10	45.45%	12	54.55%	0	0.00%
12/23/2022	22	13	59.09%	0	0.00%	4	18.18%	1	4.55%	0	0.00%	0	0.00%	4	18.18%	11	50.00%	11	50.00%	0	0.00%
Total:																					
12/24/2021	22	13	59.09%	0	0.00%	5	22.73%	2	9.09%	0	0.00%	0	0.00%	2	9.09%	10	45.45%	12	54.55%	0	0.00%
12/23/2022	22	13	59.09%	0	0.00%	4	18.18%	1	4.55%	0	0.00%	0	0.00%	4	18.18%	11	50.00%	11	50.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Office of the City Clerk

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
<b>Officials and Managers</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	4	1	25.00%	25.00%	25.00%	0	0.00%	0	0.00%	4	100.00%
12/23/2022	5	2	40.00%	0	0.00%	1	20.00%	2	40.00%	0	0.00%
<b>Professionals</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			3.50%	16.00%	17.60%	0.20%	0.40%	3.20%	49.60%		
12/24/2021	10	1	10.00%	2	20.00%	3	30.00%	4	40.00%	0	0.00%
12/23/2022	12	1	8.33%	2	16.67%	7	58.33%	2	16.67%	0	0.00%
<b>Administrative Support Workers</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>			6.00%	32.60%	11.30%	0.40%	0.80%	3.20%	71.30%		
12/24/2021	23	5	21.74%	5	21.74%	5	21.74%	4	17.39%	1	4.35%
12/23/2022	25	6	24.00%	7	28.00%	3	12.00%	5	20.00%	1	4.00%
<b>Exempt</b>											
<b>COUNTY LABOR FORCE AVAILABILITY</b>											
12/24/2021	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total:</b>											
12/24/2021	38	8	21.05%	8	21.05%	9	23.68%	9	23.68%	1	2.63%
12/23/2022	43	10	23.26%	9	20.93%	11	25.58%	9	20.93%	1	2.33%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Office of the City Treasurer

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	15	13	86.67%	0	0.00%	1	6.67%	1	6.67%	0	0.00%	0	0.00%	0	0.00%	8	53.33%	7	46.67%	0	0.00%
12/23/2022	17	12	70.59%	1	5.88%	1	5.88%	3	17.65%	0	0.00%	0	0.00%	0	0.00%	7	41.18%	10	58.82%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	63	16	25.40%	10	15.87%	30	47.62%	6	9.52%	0	0.00%	1	1.59%	0	0.00%	36	57.14%	27	42.86%	0	0.00%
12/23/2022	63	12	19.05%	9	14.29%	34	53.97%	6	9.52%	0	0.00%	1	1.59%	1	1.59%	38	60.32%	25	39.68%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	27	3	11.11%	3	11.11%	15	55.56%	4	14.81%	0	0.00%	1	3.70%	1	3.70%	21	77.78%	6	22.22%	0	0.00%
12/23/2022	24	2	8.33%	3	12.50%	15	62.50%	3	12.50%	0	0.00%	1	4.17%	0	0.00%	19	79.17%	5	20.83%	0	0.00%
Laborers and Helpers																					
COUNTY LABOR FORCE AVAILABILITY					4.40%		62.30%		4.80%		0.40%		0.70%		2.30%		16.40%				
12/24/2021	10	5	50.00%	1	10.00%	3	30.00%	1	10.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	10	100.00%	0	0.00%
12/23/2022	8	4	50.00%	1	12.50%	2	25.00%	1	12.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	8	100.00%	0	0.00%
Total:																					
12/24/2021	115	37	32.17%	14	12.17%	49	42.61%	12	10.43%	0	0.00%	2	1.74%	1	0.87%	65	56.52%	50	43.48%	0	0.00%
12/23/2022	112	30	26.79%	14	12.50%	52	46.43%	13	11.61%	0	0.00%	2	1.79%	1	0.89%	64	57.14%	48	42.86%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Office of the Independent Budget Analyst

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	8	7	87.50%	0	0.00%	0	0.00%	1	12.50%	0	0.00%	0	0.00%	0	0.00%	4	50.00%	4	50.00%	0	0.00%
12/23/2022	9	6	66.67%	0	0.00%	0	0.00%	3	33.33%	0	0.00%	0	0.00%	0	0.00%	6	66.67%	3	33.33%	0	0.00%
Exempt																					
COUNTY LABOR FORCE AVAILABILITY																					
12/24/2021	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
Total:																1	100.00%	0	0.00%	0	0.00%
12/24/2021	9	7	77.78%	0	0.00%	1	11.11%	1	11.11%	0	0.00%	0	0.00%	0	0.00%	5	55.56%	4	44.44%	0	0.00%
12/23/2022	10	6	60.00%	0	0.00%	1	10.00%	3	30.00%	0	0.00%	0	0.00%	0	0.00%	7	70.00%	3	30.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**Office of the Mayor**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	4	2	50.00%	0	0.00%	2	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	75.00%	1	25.00%	0	0.00%
12/23/2022	4	1	25.00%	0	0.00%	3	75.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	75.00%	1	25.00%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	2	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Exempt														1	100.00%	1	100.00%	0	0.00%	0	0.00%
COUNTY LABOR FORCE AVAILABILITY																					
12/24/2021	17	5	29.41%	2	11.76%	5	29.41%	3	17.65%	0	0.00%	0	0.00%	2	11.76%	8	47.06%	9	52.94%		
12/23/2022	16	6	37.50%	1	6.25%	3	18.75%	4	25.00%	0	0.00%	0	0.00%	2	12.50%	8	50.00%	8	50.00%	0	0.00%
Total:														2	12.50%	8	50.00%	8	50.00%	0	0.00%
12/24/2021	21	7	33.33%	2	9.52%	7	33.33%	3	14.29%	0	0.00%	0	0.00%	2	9.52%	11	52.38%	10	47.62%		
12/23/2022	23	7	30.43%	1	4.35%	8	34.78%	4	17.39%	0	0.00%	0	0.00%	3	13.04%	14	60.87%	9	39.13%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Parks and Recreation Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	16	11	68.75%	1	6.25%	1	6.25%	2	12.50%	1	6.25%	0	0.00%	0	0.00%	7	43.75%	9	56.25%	0	0.00%
12/23/2022	23	15	65.22%	1	4.35%	3	13.04%	4	17.39%	0	0.00%	0	0.00%	0	0.00%	10	43.48%	13	56.52%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	100	48	48.00%	7	7.00%	22	22.00%	22	22.00%	0	0.00%	0	0.00%	1	1.00%	54	54.00%	46	46.00%	0	0.00%
12/23/2022	115	50	43.48%	13	11.30%	30	26.09%	20	17.39%	0	0.00%	0	0.00%	2	1.74%	60	52.17%	54	46.96%	1	0.87%
Technicians																					
COUNTY LABOR FORCE AVAILABILITY					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%				
12/24/2021	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	45	20	44.44%	7	15.56%	13	28.89%	5	11.11%	0	0.00%	0	0.00%	0	0.00%	24	53.33%	21	46.67%	0	0.00%
12/23/2022	64	30	46.88%	11	17.19%	16	25.00%	5	7.81%	0	0.00%	0	0.00%	2	3.13%	27	42.19%	37	57.81%	0	0.00%
Craft Workers																					
COUNTY LABOR FORCE AVAILABILITY					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%				
12/24/2021	35	3	8.57%	4	11.43%	24	68.57%	4	11.43%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	35	100.00%	0	0.00%
12/23/2022	34	3	8.82%	3	8.82%	25	73.53%	3	8.82%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	34	100.00%	0	0.00%




	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Parks and Recreation Department (continued)

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Operatives																					
COUNTY LABOR FORCE AVAILABILITY					5.90%		42.20%		12.90%		0.50%		0.70%		3.10%		23.40%				
12/24/2021	22	4	18.18%	5	22.73%	9	40.91%	2	9.09%	2	9.09%	0	0.00%	0	0.00%	0	0.00%	22	100.00%	0	0.00%
12/23/2022	24	3	12.50%	5	20.83%	11	45.83%	3	12.50%	2	8.33%	0	0.00%	0	0.00%	0	0.00%	24	100.00%	0	0.00%
Laborers and Helpers																					
COUNTY LABOR FORCE AVAILABILITY					4.40%		62.30%		4.80%		0.40%		0.70%		2.30%		16.40%				
12/24/2021	397	75	18.89%	63	15.87%	232	58.44%	19	4.79%	2	0.50%	3	0.76%	3	0.76%	64	16.12%	333	83.88%	0	0.00%
12/23/2022	425	70	16.47%	64	15.06%	259	60.94%	19	4.47%	2	0.47%	3	0.71%	8	1.88%	66	15.53%	359	84.47%	0	0.00%
Other Prot Service Wrkrs																					
COUNTY LABOR FORCE AVAILABILITY																					
12/24/2021	199	90	45.23%	8	4.02%	76	38.19%	13	6.53%	1	0.50%	0	0.00%	11	5.53%	80	40.20%	119	59.80%	0	0.00%
12/23/2022	209	97	46.41%	5	2.39%	72	34.45%	19	9.09%	1	0.48%	0	0.00%	15	7.18%	83	39.71%	126	60.29%	0	0.00%
Service Workers																					
COUNTY LABOR FORCE AVAILABILITY					5.40%		45.20%		11.20%		0.30%		0.40%		2.90%		54.20%				
12/24/2021	407	101	24.82%	109	26.78%	137	33.66%	28	6.88%	1	0.25%	4	0.98%	27	6.63%	204	50.12%	202	49.63%	1	0.25%
12/23/2022	460	121	26.30%	112	24.35%	155	33.70%	30	6.52%	1	0.22%	5	1.09%	36	7.83%	224	48.70%	235	51.09%	1	0.22%
Total:																					
12/24/2021	1222	353	28.89%	204	16.69%	514	42.06%	95	7.77%	7	0.57%	7	0.57%	42	3.44%	433	35.43%	788	64.48%	1	0.08%
12/23/2022	1355	390	28.78%	214	15.79%	571	42.14%	103	7.60%	6	0.44%	8	0.59%	63	4.65%	470	34.69%	883	65.17%	2	0.15%

 Indicates areas where County Labor Force Availability was not met  
 Indicates areas where City Population Availability was not met  
 Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Performance and Analytics Department

	Total	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
Officials and Managers											
COUNTY LABOR FORCE AVAILABILITY			3.80%	19.50%	9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	14	10	71.43%	1	7.14%	1	7.14%	2	14.29%	0	0.00%
12/23/2022	15	10	66.67%	1	6.67%	0	0.00%	3	20.00%	0	0.00%
Total:											
12/24/2021	14	10	71.43%	1	7.14%	1	7.14%	2	14.29%	0	0.00%
12/23/2022	15	10	66.67%	1	6.67%	0	0.00%	3	20.00%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Personnel Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	13	4	30.77%	1	7.69%	7	53.85%	1	7.69%	0	0.00%	0	0.00%	0	0.00%	9	69.23%	4	30.77%	0	0.00%
12/23/2022	15	5	33.33%	1	6.67%	8	53.33%	1	6.67%	0	0.00%	0	0.00%	0	0.00%	11	73.33%	4	26.67%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	27	8	29.63%	4	14.81%	11	40.74%	3	11.11%	0	0.00%	1	3.70%	0	0.00%	17	62.96%	10	37.04%	0	0.00%
12/23/2022	39	9	23.08%	6	15.38%	17	43.59%	6	15.38%	0	0.00%	1	2.56%	0	0.00%	24	61.54%	15	38.46%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	37	10	27.03%	2	5.41%	19	51.35%	3	8.11%	1	2.70%	0	0.00%	2	5.41%	30	81.08%	7	18.92%	0	0.00%
12/23/2022	37	9	24.32%	2	5.41%	18	48.65%	4	10.81%	1	2.70%	0	0.00%	3	8.11%	29	78.38%	8	21.62%	0	0.00%
Total:																					
12/24/2021	77	22	28.57%	7	9.09%	37	48.05%	7	9.09%	1	1.30%	1	1.30%	2	2.60%	56	72.73%	21	27.27%	0	0.00%
12/23/2022	91	23	25.27%	9	9.89%	43	47.25%	11	12.09%	1	1.10%	1	1.10%	3	3.30%	64	70.33%	27	29.67%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Planning Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	8	5	62.50%	0	0.00%	1	12.50%	1	12.50%	0	0.00%	0	0.00%	1	12.50%	3	37.50%	5	62.50%	0	0.00%
12/23/2022	10	6	60.00%	0	0.00%	1	10.00%	2	20.00%	0	0.00%	0	0.00%	1	10.00%	6	60.00%	4	40.00%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	46	26	56.52%	1	2.17%	9	19.57%	8	17.39%	0	0.00%	0	0.00%	2	4.35%	27	58.70%	19	41.30%	0	0.00%
12/23/2022	53	23	43.40%	2	3.77%	17	32.08%	8	15.09%	0	0.00%	0	0.00%	3	5.66%	30	56.60%	23	43.40%	0	0.00%
Technicians																					
COUNTY LABOR FORCE AVAILABILITY					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%				
12/24/2021	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
12/23/2022	2	0	0.00%	1	50.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	1	50.00%	0	0.00%
Total:														0	0.00%	1	50.00%	1	50.00%	0	0.00%
12/24/2021	56	31	55.36%	2	3.57%	10	17.86%	10	17.86%	0	0.00%	0	0.00%	3	5.36%	31	55.36%	25	44.64%	0	0.00%
12/23/2022	65	29	44.62%	3	4.62%	19	29.23%	10	15.38%	0	0.00%	0	0.00%	4	6.15%	37	56.92%	28	43.08%	0	0.00%
														4	6.15%	37	56.92%	28	43.08%	0	0.00%

Indicates areas where County Labor Force Availability was not met  
Indicates areas where City Population Availability was not met  
Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Police Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	14	6	42.86%	1	7.14%	4	28.57%	3	21.43%	0	0.00%	0	0.00%	0	0.00%	7	50.00%	7	50.00%	0	0.00%
12/23/2022	14	5	35.71%	1	7.14%	4	28.57%	4	28.57%	0	0.00%	0	0.00%	0	0.00%	6	42.86%	8	57.14%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	114	57	50.00%	5	4.39%	24	21.05%	26	22.81%	0	0.00%	0	0.00%	2	1.75%	72	63.16%	42	36.84%	0	0.00%
12/23/2022	119	53	44.54%	5	4.20%	29	24.37%	29	24.37%	0	0.00%	0	0.00%	3	2.52%	77	64.71%	42	35.29%	0	0.00%
Technicians																					
COUNTY LABOR FORCE AVAILABILITY					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%				
12/24/2021	25	14	56.00%	1	4.00%	7	28.00%	1	4.00%	0	0.00%	0	0.00%	2	8.00%	15	60.00%	10	40.00%	0	0.00%
12/23/2022	29	14	48.28%	3	10.34%	10	34.48%	0	0.00%	0	0.00%	0	0.00%	2	6.90%	20	68.97%	9	31.03%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	462	160	34.63%	55	11.90%	161	34.85%	63	13.64%	4	0.87%	6	1.30%	13	2.81%	299	64.72%	163	35.28%	0	0.00%
12/23/2022	447	147	32.89%	57	12.75%	157	35.12%	61	13.65%	4	0.89%	7	1.57%	14	3.13%	282	63.09%	165	36.91%	0	0.00%
1ST-Line Supvs/Mgrs of Law Enforce Wrks																					
COUNTY LABOR FORCE AVAILABILITY					5.80%		42.00%		3.70%		0.00%		1.70%		3.40%		16.30%				
12/24/2021	365	236	64.66%	26	7.12%	64	17.53%	35	9.59%	4	1.10%	0	0.00%	0	0.00%	46	12.60%	319	87.40%	0	0.00%
12/23/2022	345	222	64.35%	26	7.54%	58	16.81%	36	10.43%	3	0.87%	0	0.00%	0	0.00%	42	12.17%	303	87.83%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Police Department (continued)

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Detectives and Criminal Investigators</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					6.90%		29.50%		4.90%		0.00%		0.70%		1.40%		24.30%				
12/24/2021	248	147	59.27%	9	3.63%	74	29.84%	18	7.26%	0	0.00%	0	0.00%	0	0.00%	76	30.65%	172	69.35%	0	0.00%
12/23/2022	218	132	60.55%	8	3.67%	66	30.28%	12	5.50%	0	0.00%	0	0.00%	0	0.00%	69	31.65%	149	68.35%	0	0.00%
<b>Police Officers</b>																					
<b>COUNTY LABOR FORCE AVAILABILITY</b>					9.60%		36.30%		4.90%		0.50%		0.40%		4.80%		14.30%				
12/24/2021	1331	689	51.77%	83	6.24%	404	30.35%	112	8.41%	2	0.15%	5	0.38%	36	2.70%	197	14.80%	1134	85.20%	0	0.00%
12/23/2022	1316	639	48.56%	90	6.84%	427	32.45%	116	8.81%	2	0.15%	6	0.46%	36	2.74%	209	15.88%	1107	84.12%	0	0.00%
<b>Total:</b>																					
12/24/2021	2559	1309	51.15%	180	7.03%	738	28.84%	258	10.08%	10	0.39%	11	0.43%	53	2.07%	712	27.82%	1847	72.18%	0	0.00%
12/23/2022	2488	1212	48.71%	190	7.64%	751	30.18%	258	10.37%	9	0.36%	13	0.52%	55	2.21%	705	28.34%	1783	71.66%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Public Utilities Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	40	29	72.50%	5	12.50%	3	7.50%	2	5.00%	0	0.00%	0	0.00%	1	2.50%	20	50.00%	20	50.00%	0	0.00%
12/23/2022	44	33	75.00%	5	11.36%	5	11.36%	1	2.27%	0	0.00%	0	0.00%	0	0.00%	18	40.91%	26	59.09%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	431	181	42.00%	42	9.74%	107	24.83%	88	20.42%	1	0.23%	0	0.00%	12	2.78%	202	46.87%	228	52.90%	1	0.23%
12/23/2022	444	182	40.99%	38	8.56%	114	25.68%	92	20.72%	1	0.23%	1	0.23%	16	3.60%	215	48.42%	228	51.35%	1	0.23%
Technicians																					
COUNTY LABOR FORCE AVAILABILITY					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%				
12/24/2021	81	27	33.33%	11	13.58%	26	32.10%	12	14.81%	1	1.23%	0	0.00%	4	4.94%	23	28.40%	58	71.60%	0	0.00%
12/23/2022	79	24	30.38%	13	16.46%	28	35.44%	10	12.66%	1	1.27%	0	0.00%	3	3.80%	20	25.32%	59	74.68%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	118	17	14.41%	39	33.05%	46	38.98%	6	5.08%	1	0.85%	2	1.69%	7	5.93%	91	77.12%	27	22.88%	0	0.00%
12/23/2022	113	17	15.04%	35	30.97%	44	38.94%	7	6.19%	0	0.00%	4	3.54%	6	5.31%	85	75.22%	27	23.89%	1	0.88%
Craft Workers																					
COUNTY LABOR FORCE AVAILABILITY					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%				
12/24/2021	274	86	31.39%	71	25.91%	80	29.20%	31	11.31%	2	0.73%	1	0.36%	3	1.09%	24	8.76%	250	91.24%	0	0.00%
12/23/2022	279	84	30.11%	70	25.09%	88	31.54%	28	10.04%	2	0.72%	1	0.36%	6	2.15%	23	8.24%	256	91.76%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Public Utilities Department (continued)

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Operatives																					
COUNTY LABOR FORCE AVAILABILITY					5.90%		42.20%		12.90%		0.50%		0.70%		3.10%		23.40%				
12/24/2021	5	0	0.00%	4	80.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	100.00%	0	0.00%
12/23/2022	6	0	0.00%	4	66.67%	2	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	100.00%	0	0.00%
Laborers and Helpers																					
COUNTY LABOR FORCE AVAILABILITY					4.40%		62.30%		4.80%		0.40%		0.70%		2.30%		16.40%				
12/24/2021	466	87	18.67%	147	31.55%	199	42.70%	20	4.29%	1	0.21%	6	1.29%	6	1.29%	45	9.66%	421	90.34%	0	0.00%
12/23/2022	490	88	17.96%	139	28.37%	231	47.14%	18	3.67%	2	0.41%	6	1.22%	6	1.22%	38	7.76%	452	92.24%	0	0.00%
Other Prot Service Wrkrs																					
COUNTY LABOR FORCE AVAILABILITY																					
12/24/2021	5	4	80.00%	0	0.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	100.00%	0	0.00%
12/23/2022	3	3	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%
Total:																		3	100.00%	0	0.00%
12/24/2021	1420	431	30.35%	319	22.46%	463	32.61%	159	11.20%	6	0.42%	9	0.63%	33	2.32%	405	28.52%	1014	71.41%	1	0.07%
12/23/2022	1458	431	29.56%	304	20.85%	512	35.12%	156	10.70%	6	0.41%	12	0.82%	37	2.54%	399	27.37%	1057	72.50%	2	0.14%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Public Works Department - Engineering and Capital Projects

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	17	9	52.94%	1	5.88%	5	29.41%	1	5.88%	0	0.00%	0	0.00%	1	5.88%	7	41.18%	10	58.82%	0	0.00%
12/23/2022	23	14	60.87%	1	4.35%	5	21.74%	2	8.70%	0	0.00%	0	0.00%	1	4.35%	10	43.48%	13	56.52%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	518	224	43.24%	32	6.18%	122	23.55%	132	25.48%	2	0.39%	0	0.00%	6	1.16%	182	35.14%	336	64.86%	0	0.00%
12/23/2022	544	235	43.20%	33	6.07%	135	24.82%	130	23.90%	3	0.55%	0	0.00%	8	1.47%	199	36.58%	345	63.42%	0	0.00%
Technicians																					
COUNTY LABOR FORCE AVAILABILITY					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%				
12/24/2021	106	54	50.94%	7	6.60%	26	24.53%	13	12.26%	0	0.00%	0	0.00%	6	5.66%	16	15.09%	90	84.91%	0	0.00%
12/23/2022	108	55	50.93%	8	7.41%	22	20.37%	17	15.74%	0	0.00%	0	0.00%	6	5.56%	17	15.74%	91	84.26%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	12	0	0.00%	2	16.67%	7	58.33%	2	16.67%	1	8.33%	0	0.00%	0	0.00%	11	91.67%	1	8.33%	0	0.00%
12/23/2022	14	3	21.43%	0	0.00%	7	50.00%	3	21.43%	1	7.14%	0	0.00%	0	0.00%	11	78.57%	3	21.43%	0	0.00%
Total:																11	78.57%	3	21.43%	0	0.00%
12/24/2021	653	287	43.95%	42	6.43%	160	24.50%	148	22.66%	3	0.46%	0	0.00%	13	1.99%	216	33.08%	437	66.92%	0	0.00%
12/23/2022	689	307	44.56%	42	6.10%	169	24.53%	152	22.06%	4	0.58%	0	0.00%	15	2.18%	237	34.40%	452	65.60%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Purchasing and Contracting Department

	Total	White		Black or African American	Hispanic or Latino		Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races	Female	Male	Non-Binary
<b>Officials and Managers</b>													
COUNTY LABOR FORCE AVAILABILITY				3.80%	19.50%		9.90%	0.40%	0.30%	2.90%	39.80%		
12/24/2021	7	2	28.57%	0.00%	2	28.57%	2	0.00%	0	0.00%	5	28.57%	0
12/23/2022	6	0	0.00%	0.00%	2	33.33%	3	0.00%	0	16.67%	3	50.00%	0
<b>Professionals</b>													
COUNTY LABOR FORCE AVAILABILITY				3.50%	16.00%		17.60%	0.20%	0.40%	3.20%	49.60%		
12/24/2021	33	8	24.24%	5	15.15%	15	45.45%	4	12.12%	0	0.00%	1	0.00%
12/23/2022	35	10	28.57%	6	17.14%	14	40.00%	2	5.71%	0	0.00%	3	8.57%
<b>Technicians</b>													
COUNTY LABOR FORCE AVAILABILITY				4.80%	30.10%		19.90%	0.20%	0.50%	3.40%	59.00%		
12/24/2021	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Administrative Support Workers</b>													
COUNTY LABOR FORCE AVAILABILITY				6.00%	32.60%		11.30%	0.40%	0.80%	3.20%	71.30%		
12/24/2021	19	2	10.53%	4	21.05%	8	42.11%	3	15.79%	1	5.26%	1	5.26%
12/23/2022	18	1	5.56%	3	16.67%	9	50.00%	3	16.67%	1	5.56%	0	0.00%
<b>Craft Workers</b>													
COUNTY LABOR FORCE AVAILABILITY				2.80%	45.90%		6.50%	0.40%	0.30%	1.40%	6.60%		
12/24/2021	3	1	33.33%	0	0.00%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%
<b>Total:</b>													
12/24/2021	63	13	20.63%	9	14.29%	28	44.44%	9	14.29%	1	1.59%	1	1.59%
12/23/2022	59	11	18.64%	9	15.25%	25	42.37%	8	13.56%	1	1.69%	1	1.69%

Indicates areas where County Labor Force Availability was not met  
Indicates areas where City Population Availability was not met  
Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Risk Management Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	15	9	60.00%	1	6.67%	4	26.67%	1	6.67%	0	0.00%	0	0.00%	0	0.00%	8	53.33%	7	46.67%	0	0.00%
12/23/2022	16	10	62.50%	1	6.25%	4	25.00%	1	6.25%	0	0.00%	0	0.00%	0	0.00%	9	56.25%	7	43.75%	0	0.00%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	44	14	31.82%	6	13.64%	14	31.82%	8	18.18%	0	0.00%	0	0.00%	2	4.55%	28	63.64%	16	36.36%	0	0.00%
12/23/2022	47	17	36.17%	7	14.89%	14	29.79%	6	12.77%	0	0.00%	0	0.00%	3	6.38%	31	65.96%	16	34.04%	0	0.00%
<b>Administrative Support Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	11	1	9.09%	2	18.18%	7	63.64%	1	9.09%	0	0.00%	0	0.00%	0	0.00%	10	90.91%	1	9.09%	0	0.00%
12/23/2022	9	1	11.11%	2	22.22%	5	55.56%	1	11.11%	0	0.00%	0	0.00%	0	0.00%	7	77.78%	2	22.22%	0	0.00%
<b>Total:</b>																					
12/24/2021	70	24	34.29%	9	12.86%	25	35.71%	10	14.29%	0	0.00%	0	0.00%	2	2.86%	46	65.71%	24	34.29%	0	0.00%
12/23/2022	72	28	38.89%	10	13.89%	23	31.94%	8	11.11%	0	0.00%	0	0.00%	3	4.17%	47	65.28%	25	34.72%	0	0.00%

Indicates areas where County Labor Force Availability was not met  
Indicates areas where City Population Availability was not met  
Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

SDCERS

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	20	13	65.00%	1	5.00%	1	5.00%	3	15.00%	0	0.00%	0	0.00%	2	10.00%	11	55.00%	9	45.00%	0	0.00%
12/23/2022	21	15	71.43%	1	4.76%	0	0.00%	3	14.29%	0	0.00%	0	0.00%	2	9.52%	12	57.14%	9	42.86%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	18	7	38.89%	1	5.56%	9	50.00%	1	5.56%	0	0.00%	0	0.00%	0	0.00%	14	77.78%	4	22.22%	0	0.00%
12/23/2022	16	4	25.00%	1	6.25%	11	68.75%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	12	75.00%	4	25.00%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	14	5	35.71%	2	14.29%	4	28.57%	2	14.29%	0	0.00%	0	0.00%	1	7.14%	13	92.86%	1	7.14%	0	0.00%
12/23/2022	14	5	35.71%	3	21.43%	3	21.43%	2	14.29%	0	0.00%	0	0.00%	1	7.14%	12	85.71%	2	14.29%	0	0.00%
Total:																					
12/24/2021	52	25	48.08%	4	7.69%	14	26.92%	6	11.54%	0	0.00%	0	0.00%	3	5.77%	38	73.08%	14	26.92%	0	0.00%
12/23/2022	51	24	47.06%	5	9.80%	14	27.45%	5	9.80%	0	0.00%	0	0.00%	3	5.88%	36	70.59%	15	29.41%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Special Events and Filming

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
<i>COUNTY LABOR FORCE AVAILABILITY</i>					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	4	3	75.00%	0	0.00%	0	0.00%	1	25.00%	0	0.00%	0	0.00%	0	0.00%	4	100.00%	0	0.00%	0	0.00%
12/23/2022	4	3	75.00%	0	0.00%	1	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	75.00%	1	25.00%	0	0.00%
<b>Professionals</b>																					
<i>COUNTY LABOR FORCE AVAILABILITY</i>					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	2	1	50.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	0.00%
12/23/2022	3	2	66.67%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%	0	0.00%
<b>Total:</b>																					
12/24/2021	6	4	66.67%	1	16.67%	0	0.00%	1	16.67%	0	0.00%	0	0.00%	0	0.00%	6	100.00%	0	0.00%	0	0.00%
12/23/2022	7	5	71.43%	0	0.00%	2	28.57%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	85.71%	1	14.29%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Special Projects

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total:																					
12/24/2021	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%



Indicates areas where County Labor Force Availability was not met

Indicates areas where City Population Availability was not met

Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Storm Water Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	7	4	57.14%	0	0.00%	2	28.57%	0	0.00%	0	0.00%	0	0.00%	1	14.29%	4	57.14%	3	42.86%	0	0.00%
12/23/2022	9	5	55.56%	0	0.00%	3	33.33%	1	11.11%	0	0.00%	0	0.00%	0	0.00%	5	55.56%	4	44.44%	0	0.00%
<b>Professionals</b>																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	70	30	42.86%	7	10.00%	14	20.00%	11	15.71%	0	0.00%	0	0.00%	8	11.43%	38	54.29%	32	45.71%	0	0.00%
12/23/2022	94	46	48.94%	5	5.32%	18	19.15%	14	14.89%	0	0.00%	1	1.06%	10	10.64%	50	53.19%	44	46.81%	0	0.00%
<b>Administrative Support Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	18	2	11.11%	8	44.44%	6	33.33%	1	5.56%	0	0.00%	1	5.56%	0	0.00%	10	55.56%	8	44.44%	0	0.00%
12/23/2022	17	2	11.76%	8	47.06%	6	35.29%	0	0.00%	0	0.00%	1	5.88%	0	0.00%	11	64.71%	6	35.29%	0	0.00%
<b>Craft Workers</b>																					
COUNTY LABOR FORCE AVAILABILITY					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%				
12/24/2021	23	1	4.35%	5	21.74%	13	56.52%	2	8.70%	0	0.00%	0	0.00%	2	8.70%	2	8.70%	21	91.30%	0	0.00%
12/23/2022	24	1	4.17%	7	29.17%	14	58.33%	1	4.17%	0	0.00%	0	0.00%	1	4.17%	2	8.33%	22	91.67%	0	0.00%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Storm Water Department (continued)

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Operatives																					
COUNTY LABOR FORCE AVAILABILITY					5.90%		42.20%		12.90%		0.50%		0.70%		3.10%		23.40%				
12/24/2021	31	1	3.23%	12	38.71%	15	48.39%	2	6.45%	0	0.00%	0	0.00%	1	3.23%	4	12.90%	27	87.10%	0	0.00%
12/23/2022	32	1	3.13%	14	43.75%	16	50.00%	1	3.13%	0	0.00%	0	0.00%	0	0.00%	3	9.38%	29	90.63%	0	0.00%
Laborers and Helpers																					
COUNTY LABOR FORCE AVAILABILITY					4.40%		62.30%		4.80%		0.40%		0.70%		2.30%		16.40%				
12/24/2021	63	5	7.94%	17	26.98%	29	46.03%	6	9.52%	0	0.00%	1	1.59%	5	7.94%	2	3.17%	61	96.83%	0	0.00%
12/23/2022	65	4	6.15%	19	29.23%	27	41.54%	8	12.31%	0	0.00%	2	3.08%	5	7.69%	2	3.08%	63	96.92%	0	0.00%
Total:														5	7.69%	2	3.08%	63	96.92%	0	0.00%
12/24/2021	212	43	20.28%	49	23.11%	79	37.26%	22	10.38%	0	0.00%	2	0.94%	17	8.02%						
12/23/2022	241	59	24.48%	53	21.99%	84	34.85%	25	10.37%	0	0.00%	4	1.66%	16	6.64%	73	30.29%	168	69.71%	0	0.00%

Indicates areas where County Labor Force Availability was not met  
Indicates areas where City Population Availability was not met  
Indicates areas where both City Population and County Labor Force Availability was not met

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

CITY DEPARTMENT BY OCCUPATIONAL CATEGORY

Sustainability Department

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Officials and Managers																					
COUNTY LABOR FORCE AVAILABILITY					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%				
12/24/2021	8	4	50.00%	0	0.00%	2	25.00%	1	12.50%	0	0.00%	0	0.00%	1	12.50%	6	75.00%	2	25.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professionals																					
COUNTY LABOR FORCE AVAILABILITY					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%				
12/24/2021	16	6	37.50%	2	12.50%	2	12.50%	5	31.25%	0	0.00%	0	0.00%	1	6.25%	10	62.50%	6	37.50%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Administrative Support Workers																					
COUNTY LABOR FORCE AVAILABILITY					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%				
12/24/2021	2	0	0.00%	0	0.00%	1	50.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total:																					
12/24/2021	26	10	38.46%	2	7.69%	5	19.23%	7	26.92%	0	0.00%	0	0.00%	2	7.69%	18	69.23%	8	30.77%	0	0.00%
12/23/2022	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Indicates areas where County Labor Force Availability was not met  
Indicates areas where City Population Availability was not met  
Indicates areas where both City Population and County Labor Force Availability was not met



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**Transportation Department**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Other/Two or more races		Female		Male		Non-Binary	
<b>Officials and Managers</b>																			
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.80%		19.50%		9.90%		0.40%		0.30%		2.90%		39.80%		
12/24/2021	10	7	70.00%	0	0.00%	2	20.00%	1	10.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	10	100.00%
12/23/2022	11	7	63.64%	0	0.00%	3	27.27%	1	9.09%	0	0.00%	0	0.00%	0	0.00%	1	9.09%	10	90.91%
<b>Professionals</b>																			
<b>COUNTY LABOR FORCE AVAILABILITY</b>					3.50%		16.00%		17.60%		0.20%		0.40%		3.20%		49.60%		
12/24/2021	128	58	45.31%	5	3.91%	33	25.78%	26	20.31%	0	0.00%	0	0.00%	6	4.69%	49	38.28%	79	61.72%
12/23/2022	128	58	45.31%	5	3.91%	36	28.13%	23	17.97%	1	0.78%	0	0.00%	5	3.91%	46	35.94%	81	63.28%
<b>Technicians</b>																			
<b>COUNTY LABOR FORCE AVAILABILITY</b>					4.80%		30.10%		19.90%		0.20%		0.50%		3.40%		59.00%		
12/24/2021	4	1	25.00%	1	25.00%	1	25.00%	1	25.00%	0	0.00%	0	0.00%	0	0.00%	2	50.00%	2	50.00%
12/23/2022	2	0	0.00%	1	50.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	1	50.00%
<b>Administrative Support Workers</b>																			
<b>COUNTY LABOR FORCE AVAILABILITY</b>					6.00%		32.60%		11.30%		0.40%		0.80%		3.20%		71.30%		
12/24/2021	24	4	16.67%	3	12.50%	12	50.00%	5	20.83%	0	0.00%	0	0.00%	0	0.00%	20	83.33%	4	16.67%
12/23/2022	26	7	26.92%	3	11.54%	10	38.46%	5	19.23%	0	0.00%	0	0.00%	1	3.85%	21	80.77%	5	19.23%
<b>Craft Workers</b>																			
<b>COUNTY LABOR FORCE AVAILABILITY</b>					2.80%		45.90%		6.50%		0.40%		0.30%		1.40%		6.60%		
12/24/2021	75	14	18.67%	8	10.67%	45	60.00%	6	8.00%	0	0.00%	0	0.00%	2	2.67%	2	2.67%	73	97.33%
12/23/2022	77	16	20.78%	6	7.79%	48	62.34%	5	6.49%	0	0.00%	0	0.00%	2	2.60%	3	3.90%	74	96.10%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**CITY DEPARTMENT BY OCCUPATIONAL CATEGORY**

**Transportation Department (continued)**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Other/Two or more races		Female		Male		Non-Binary	
Operatives																					
COUNTY LABOR FORCE AVAILABILITY					5.90%		42.20%		12.90%		0.50%		0.70%		3.10%		23.40%				
12/24/2021	39	4	10.26%	11	28.21%	21	53.85%	1	2.56%	1	2.56%	0	0.00%	1	2.56%	1	2.56%	38	97.44%	0	0.00%
12/23/2022	39	5	12.82%	6	15.38%	24	61.54%	1	2.56%	2	5.13%	0	0.00%	1	2.56%	1	2.56%	38	97.44%	0	0.00%
Laborers and Helpers																					
COUNTY LABOR FORCE AVAILABILITY					4.40%		62.30%		4.80%		0.40%		0.70%		2.30%		16.40%				
12/24/2021	116	11	9.48%	29	25.00%	68	58.62%	4	3.45%	0	0.00%	3	2.59%	1	0.86%	13	11.21%	103	88.79%	0	0.00%
12/23/2022	117	7	5.98%	33	28.21%	67	57.26%	4	3.42%	0	0.00%	3	2.56%	3	2.56%	13	11.11%	104	88.89%	0	0.00%
Total:																					
12/24/2021	396	99	25.00%	57	14.39%	182	45.96%	44	11.11%	1	0.25%	3	0.76%	10	2.53%	87	21.97%	309	78.03%	0	0.00%
12/23/2022	400	100	25.00%	54	13.50%	188	47.00%	40	10.00%	3	0.75%	3	0.75%	12	3.00%	86	21.50%	313	78.25%	1	0.25%

	Indicates areas where County Labor Force Availability was not met
	Indicates areas where City Population Availability was not met
	Indicates areas where both City Population and County Labor Force Availability was not met

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**Attachment A**

**HIRES/PROMOTIONS/DEMOTIONS/SEPARATIONS  
12/26/2020 through 12/24/2021**

**FIRE-RESCUE**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian/Pacific Islander		Other/Two or more races	
<b>1ST-Line Supvs/Mgrs of Fire FT &amp; Prev</b>															
Promoted (into category)	7	5	71.4%	1	14.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	14.3%
Promoted (within category)	7	4	57.1%	1	14.3%	1	14.3%	0	0.0%	1	14.3%	0	0.0%	0	0.0%
Separated	27	16	59.3%	2	7.4%	6	22.2%	2	7.4%	1	3.7%	0	0.0%	0	0.0%
<b>Firefighting &amp; Prevention Wrkrs</b>															
Demoted (into category)	1	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Demoted (within category)	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Hired	94	45	47.9%	7	7.4%	23	24.5%	8	8.5%	0	0.0%	2	2.1%	9	9.6%
Promoted (within category)	90	58	64.4%	3	3.3%	15	16.7%	4	4.4%	0	0.0%	0	0.0%	10	11.1%
Separated	51	25	49.0%	3	5.9%	13	25.5%	6	11.8%	0	0.0%	2	3.9%	2	3.9%
<b>Officials and Managers</b>															
Separated	1	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Hired	34	27	79.4%	0	0.0%	4	11.8%	0	0.0%	0	0.0%	0	0.0%	3	8.8%
Promoted (into category)	15	11	73.3%	1	6.7%	1	6.7%	0	0.0%	0	0.0%	0	0.0%	2	13.3%
Promoted (within category)	8	7	87.5%	0	0.0%	1	12.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Separated	55	45	81.8%	0	0.0%	7	12.7%	2	3.6%	0	0.0%	0	0.0%	1	1.8%
<b>Police Officers</b>															
Demoted (into category)	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Into Category: Promotions or demotions into a different category.

Within Category: Promotions or demotions within the same category.

Note: Promotions via the Career Advancement program are not included.

**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**Attachment A**

**HIRES/PROMOTIONS/DEMOTIONS/SEPARATIONS  
12/25/2021 through 12/23/2022**

**FIRE-RESCUE**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian/Pacific Islander		Other/Two or more races	
<b>1ST-Line Supvs/Mgrs of Fire FT &amp; Prev</b>															
Promoted (into category)	20	15	75.0%	0	0.0%	5	25.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Promoted (within category)	11	8	72.7%	0	0.0%	3	27.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Separated	13	9	69.2%	3	23.1%	0	0.0%	1	7.7%	0	0.0%	0	0.0%	0	0.0%
<b>Firefighting &amp; Prevention Wrks</b>															
Demoted (into category)	7	5	71.4%	0	0.0%	0	0.0%	1	14.3%	0	0.0%	0	0.0%	1	14.3%
Hired	84	20	23.8%	6	7.1%	39	46.4%	11	13.1%	0	0.0%	2	2.4%	6	7.1%
Promoted (within category)	108	49	45.4%	8	7.4%	33	30.6%	9	8.3%	0	0.0%	3	2.8%	6	5.6%
Separated	46	26	56.5%	2	4.3%	15	32.6%	3	6.5%	0	0.0%	0	0.0%	0	0.0%
<b>Officials and Managers</b>															
Promoted (into category)	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Separated	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Other Prot Service Wrks</b>															
Hired	44	32	72.7%	0	0.0%	4	9.1%	4	9.1%	1	2.3%	0	0.0%	3	6.8%
Promoted (into category)	10	10	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Promoted (within category)	10	9	90.0%	1	10.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Separated	37	24	64.9%	2	5.4%	8	21.6%	1	2.7%	0	0.0%	0	0.0%	2	5.4%

Into Category: Promotions or demotions into a different category.

Within Category: Promotions or demotions within the same category.

Note: Promotions via the Career Advancement program are not included.



**CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT**

**Attachment B**

**HIRES/PROMOTIONS/DEMOTIONS/SEPARATIONS  
12/26/2020 through 12/24/2021**

**Police**

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian/Pacific Islander		Other/Two or more races	
<b>1ST-Line Supvs/Mgrs of Law Enforce Wkrs</b>															
Promoted (into category)	47	32	68.1%	4	8.5%	8	17.0%	2	4.3%	1	2.1%	0	0.0%	0	0.0%
Promoted (within category)	12	7	58.3%	0	0.0%	2	16.7%	3	25.0%	0	0.0%	0	0.0%	0	0.0%
Separated	25	17	68.0%	1	4.0%	6	24.0%	1	4.0%	0	0.0%	0	0.0%	0	0.0%
<b>Detectives and Criminal Investigators</b>															
Hired	2	1	50.0%	0	0.0%	1	50.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Promoted (into category)	48	31	64.6%	2	4.2%	12	25.0%	3	6.3%	0	0.0%	0	0.0%	0	0.0%
Separated	28	18	64.3%	4	14.3%	4	14.3%	2	7.1%	0	0.0%	0	0.0%	0	0.0%
<b>Officials and Managers</b>															
Promoted (into category)	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Separated	1	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Police Officers</b>															
Demoted (into category)	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Hired	194	63	32.5%	20	10.3%	77	39.7%	22	11.3%	0	0.0%	2	1.0%	10	5.2%
Promoted (into category)	3	0	0.0%	0	0.0%	2	66.7%	1	33.3%	0	0.0%	0	0.0%	0	0.0%
Promoted (within category)	50	19	38.0%	3	6.0%	18	36.0%	8	16.0%	0	0.0%	0	0.0%	2	4.0%
Separated	113	60	53.1%	10	8.8%	29	25.7%	9	8.0%	0	0.0%	1	0.9%	4	3.5%

Into Category: Promotions or demotions into a different category.

Within Category: Promotions or demotions within the same category.

Note: Promotions via the Career Advancement program are not included.

CITY OF SAN DIEGO  
CIVIL SERVICE COMMISSION  
2022 EQUAL EMPLOYMENT OPPORTUNITY ANNUAL REPORT

Attachment B

HIRES/PROMOTIONS/DEMOTIONS/SEPARATIONS  
12/25/2021 through 12/23/2022

POLICE

	Total	White		Black or African American		Hispanic or Latino		Asian		American Indian or Alaska Native		Native Hawaiian/Pacific Islander		Other/Two or more races	
<b>1ST-Line Supvs/Mgrs of Law Enforce Wkrs</b>															
Promoted (into category)	8	6	75.0%	0	0.0%	1	12.5%	1	12.5%	0	0.0%	0	0.0%	0	0.0%
Promoted (within category)	3	2	66.7%	0	0.0%	0	0.0%	1	33.3%	0	0.0%	0	0.0%	0	0.0%
Separated	28	20	71.4%	0	0.0%	7	25.0%	0	0.0%	1	3.6%	0	0.0%	0	0.0%
<b>Detectives and Criminal Investigators</b>															
Promoted (into category)	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Separated	25	12	48.0%	1	4.0%	7	28.0%	5	20.0%	0	0.0%	0	0.0%	0	0.0%
<b>Police Officers</b>															
Hired	167	44	26.3%	18	10.8%	74	44.3%	19	11.4%	1	0.6%	1	0.6%	10	6.0%
Promoted (into category)	5	1	20.0%	0	0.0%	4	80.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Promoted (within category)	77	17	22.1%	6	7.8%	39	50.6%	13	16.9%	0	0.0%	1	1.3%	1	1.3%
Separated	177	91	51.4%	9	5.1%	53	29.9%	14	7.9%	1	0.6%	0	0.0%	9	5.1%

Into Category: Promotions or demotions into a different category.

Within Category: Promotions or demotions within the same category.

Note: Promotions via the Career Advancement program are not included.





## THE CITY OF SAN DIEGO

## M E M O R A N D U M

DATE: May 26, 2023

TO: Civil Service Commission

FROM: Douglas Edwards, Personnel Director

SUBJECT: Jonathan I. Tufele, Appealing their Medical Disqualification for the Position of Grounds Maintenance Worker I

---

Jonathan I. Tufele, currently a Custodian II with the City, is appealing their disqualification for the position of Grounds Maintenance Worker I with the Parks and Recreation Department. This disqualification is based on a positive urine drug screen for marijuana.

Jonathan I. Tufele completed a Pre-Employment Questionnaire on April 3, 2023, as part of the pre-employment medical examination to comply with the medical standards for the position of Grounds Maintenance Worker I. Question number 1 asked, "Are you using illegal drugs or prescription drugs that were **NOT** prescribed to you?" Jonathan I. Tufele's response to this question was "No." The questionnaire states, "Illegal drugs include those controlled substances defined in Schedule I through V of Section 202 of the Controlled Substances Act [21 U.S.C. § 812.]. Marijuana is an illegal drug because it is still defined as a Schedule I controlled substance under this federal statute."

Jonathan I. Tufele was seen at Concentra on April 3, 2023, for their pre-employment medical examination. Jonathan I. Tufele completed the Drug Screen Consent form which asked them to list all medications, pills, drugs, or other substances used within the past 30 days. Jonathan I. Tufele did not indicate any usage of marijuana. At that time, they gave a urine specimen which was tested for drugs. The screening test was positive for marijuana and was confirmed by gas chromatography/mass spectrometry.

In the attached appeal letter, Jonathan I. Tufele states, "In May of 2022, I was diagnosed with anxiety and depression. I was prescribed medication but struggled with my attention span under those medications, so I have been seeking other alternatives. At the time I took my medical examination on April 3rd, I was not under the influence with marijuana. I truly believed that the two times I had tried marijuana for medicatation[sic] was cleansed out my system but I was wrong. I feel heavy remorse because the job I was applying for which was GMW I was looking forward to having me on their team and by failing my test I felt I had failed them in a way."

The Commission's employment standards under Personnel Manual Index Code C-4 provide that recent usage of illegal drugs or substances or recent abuse of legal or prescription drugs or substances is not acceptable.



In addition, Section 131 of the San Diego City Charter provides:

Any applicant for any office or employment in the classified service who shall knowingly make any false statement deemed material to eligibility for the position sought in connection with any test shall thereby forfeit his right to be entered upon the eligible register, and in case he has been appointed to an office or employment he shall forfeit it and may not be entitled for a period up to three years thereafter, within the discretion of and until notified by the Civil Service Commission, to take any Civil Service test or be eligible for appointment to any office or employment in the service of the City.

Therefore, based on the above information and the Commission's policy, staff recommends denial of this appeal. This will result in Jonathan I. Tufele's name being removed from the Grounds Maintenance Worker I list and all other eligibility lists. Further, they will not be able to compete in any examinations with the City of San Diego for a period of up to three years.



Douglas Edwards  
Personnel Director

DE:DC:km

Attachments: 1. Disqualification Letter  
2. Pre-Employment Questionnaire  
3. Drug Screen Consent Form  
4. Appeal Letter  
5. Class Specification for Grounds Maintenance Worker I

I:\CSC\CSC Items\2023\6. June 1, 2023\Medical Appeal - Tufele.docx

April 13, 2023

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
NUMBER #

Jonathan I. Tufele

Dear Mr. Tufele:

This is to advise you that you do not meet the City's Medical Employment Standards for the position of Grounds Maintenance Worker I. This is based on your positive urine drug screen test for Marijuana, confirmed by gas chromatography/mass spectrometry. The test was performed as part of your pre-employment medical examination at Concentra on April 3, 2023.

Civil Service Rule II, Section 6(1) states that an applicant may be disqualified:

... if the Personnel Director shall find that the applicant...(c) habitually or excessively uses habit-forming drugs or intoxicating beverage which would adversely affect job performance or public safety.

Personnel Manual Index Code C-4, III, A., 2. Drug and Alcohol Screening states:

The drug and alcohol screening will test for the use of state and federal prohibited controlled substances and prescription drugs not prescribed to the individual as indicated by laboratory results. The drug screening is also used to comply with state and federal laws prohibiting drug use in the workplace, including the Federal Drug-Free Workplace Act, 41 U.S.C. §§ 8100, et seq.

Illegal drugs include those controlled substances defined in Schedule I through V of Section 202 of the Controlled Substance Act [21 U.S.C. § 812.]. Marijuana is also considered an illegal drug because it is still defined as a Schedule I controlled substance under this federal statute.

Additionally, it has come to our attention that you falsified the Pre-Employment Questionnaire and the Drug Screen Consent form that you completed as part of your medical examination for the position of Grounds Maintenance Worker I.

The Pre-Employment Questionnaire completed and signed by you on April 3, 2023, asked, "Are you using illegal drugs or prescription drugs that were NOT prescribed to you?" Your response to this question was "No."

Page 2  
Mr. Tufele  
April 13, 2023

The Drug Screen Consent form completed and signed by you on April 3, 2023, asked you to list all medications, pills, drugs, or other substances you have used within the past 30 days. You did not indicate usage of Marijuana.

Section 131 of the San Diego City Charter provides:

Any applicant for any office or employment in the classified service who shall knowingly make any false statement deemed material to eligibility for the position sought in connection with any test shall thereby forfeit his right to be entered upon the eligible register, and in case he has been appointed to an office or employment he shall forfeit it and may not be entitled for a period up to three years thereafter, within the discretion of and until notified by the Civil Service Commission, to take any Civil Service test or be eligible for appointment to any office or employment in the service of the City.

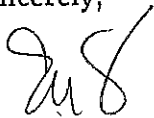
Because of these findings, you have been disqualified for employment. In addition to the rejection of your application for Grounds Maintenance Worker I, your name is being removed from this and all other eligibility lists. Further, you will not be eligible to compete in any examinations for employment with the City of San Diego for a period of three years from the date of this letter.

If you wish to appeal this decision to the Civil Service Commission, you have five (5) business days from your receipt of this notice to submit your appeal in writing to the following address.

**City of San Diego, Personnel Department  
Attention: Civil Service Commission  
1200 Third Avenue, Suite 300  
San Diego, CA 92101**

If you have any questions, you may contact me at (619) 236-7113.

Sincerely,



Eva Sanchez  
Deputy Personnel Director

ES:dc



**City of San Diego  
Personnel Department  
Pre-Employment Questionnaire**

**READ THIS WARNING CAREFULLY**

Answer the questions below honestly and completely. False or incomplete information may be cause for your disqualification or dismissal.

If deemed necessary this questionnaire will be forwarded to the City medical provider for further review and evaluation.

Date 04/03/23

Name Jonathan Tufele Other Names Used \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Title of Position GMWI Department Parks & Rec

Telephone Number(s) ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

1. Are you using illegal drugs or prescription drugs that were **NOT** prescribed to you?

(Illegal drugs include those controlled substances defined in Schedule I through V of Section 202 of the Controlled Substances Act [21 U.S.C. § 812.]  
Marijuana is an illegal drug because it is still defined as a Schedule I controlled substance under this federal statute.)

☐ Yes ☒ No

If yes, Type(s): N/A

Frequency: N/A

Date(s) last used: N/A

2. Do you have any physical and/or medical limitations that would prevent you from performing the duties of this position? ☐ Yes ☒ No If yes, please explain the limitations.

N/A

I certify that the information given by me is true and complete to the best of my knowledge and belief. I consent to its use in any proceeding where it may be relevant and material. I understand that falsification or omission of information may be cause for disqualification or dismissal.

04/03/23

DATE

Jonathan Tufele

SIGNATURE



### DRUG SCREEN CONSENT

I, Jonathan Tufele, hereby consent to allow my urine to be tested for  
 (Patient's Name) (Print)  
 alcohol, drugs, and/or other chemical intoxicants. I further consent to allow the results of such testing to be  
 divulged to THE PERSONNEL DEPARTMENT, or its agent, designee, or representative.

I agree to hold harmless, CONCENTRA, all physicians, employees, and agents who work or perform services for  
 the above corporation, from any action that may arise out of such test results being divulged to THE PERSONNEL  
 DEPARTMENT. This hold harmless agreement shall not, however, waive any rights I may have against  
 CONCENTRA, any physicians, employees, and agents who work or perform services for this corporation for any  
 negligence or willful misconduct by them in the collection of samples or the processing of tests or test results.

Jonathan Tufele  
 Patient's Signature

04/03/23  
 Date

[Signature]  
 Witness

Place an (X) next to all of the medications, pills, drugs, or other substances you have used within the past 30  
 days. This information will be used to help the doctor interpret the results of your urine tests.

☐ Antianxiety medications (e.g. Valium, Librium)  
☐ Barbiturates (e.g., Seconal)  
☐ Opiate class pain medications (codeine,  
 hydrocodone, oxycodone, morphine,  
 methadone, Tylenol #3, Tramadol, prescription  
 cough syrup)  
☐ Nasal Sprays  
☒ Alcohol

☐ Diet Pills (over the counter or prescription)  
☐ Muscle relaxants (e.g. Valium, Norflex,  
 Flexeril)  
☐ ADHD medication (e.g. Adderall, Vyvonase,  
 Amphetamine, Ritalin)  
☐ Sleeping pills, sedatives (e.g. Lunesta, Ambien,  
 Seconal)  
☐ Marijuana

Indicate all others not listed above by name or type. If none, state "NONE."

None

The above is a true indication of the medications or drugs which I have used in the past 30 days. I  
 understand that false or incomplete information is cause for disqualification or dismissal. I understand  
 that I am entitled to receive a copy of this authorization upon my request.

Jonathan Tufele  
 Patient's Signature

04/03/23  
 Date

#### TO BE COMPLETED BY COLLECTOR:

☒ Patient instructed to wash hands  
☐ Patient declined to wash hands

Picture I.D. verified by [Signature] (Collector's Initials) Type of I.D. CDL

NOTE: For City of San Diego Fire-Rescue Personnel, washing hands is not required prior to providing specimen.  
 Medical Assistant is to make no notation if the patient declines to follow such direction.

To whom it may concern,

My name is Jonathan Tufele. Recently, I failed my medical examination. I tested positive for marijuana. In May of 2022, I was diagnosed with anxiety and depression. I was prescribed medication but struggled with my attention span under those medications, so I have been seeking other alternatives. In March of this year, I read that marijuana can help with depression. I had never smoked marijuana before. This March was my first time seeking a medical coping mechanism through marijuana. I have always been able to get up and be on time to work no matter if it was six in the morning or three in the afternoon. I understand that smoking marijuana is never tolerated and that we operate heavy machinery, but I did not come to work under the influence. I smoked twice in the month of March in the setting of my home. At the time I took my medical examination on April 3rd, I was not under the influence with marijuana. I truly believed that the two times I had tried marijuana for medication was cleansed out my system but I was wrong. I feel heavy remorse because the job I was applying for which was GMW I was looking forward to having me on their team and by failing my test I felt I had failed them in a way. When I was diagnosed with having anxiety and depression, the medication they wanted me to take was just making feel extremely exhausted and all I felt I could do was sleep. I have never felt so numb and tired before in my life. I stopped taking the medication in February of 2023 and started researching for other resources and alternatives. I have been a custodian for five years now with the City of San Diego. I have climbed my way up from starting on the restroom crew cleaning the outside restrooms at Balboa Park to moving into our three main buildings doing set ups for big and small events. I enjoy working for the city and I love it more being in the park, but working for five years in custodial, I know I need change. I started to feel complacent being there but being able to "out of class assignment" as a GMW it brought back that life in me. There are many obstacles faced in working as a custodian, and I truly just wanted to show everyone how hard I can work and what a difference I can make on a team. I love the work for GMW. I love being outside and though I could care less for praise it brings me satisfaction knowing the work I do makes the park look that much better. I am grateful to everyone who help me get this far and thankful for everyone pushing me to keep going and given a chance I would not come up short again, thank you for time and for hearing me out. I am so sorry for my lack of transparency and communication, I was embarrassed of my issues behind closed doors, but I do not want to lose an opportunity to work as a GMW. I sincerely hope for reconsideration, thank you again for your time.

Respectfully,

Custodian II, Regional Parks, Parks & Recreation, City of San Diego

Jonathan Tufele

05/17/2023



July 1, 1999

**CLASS SPECIFICATION****SAN DIEGO CITY CIVIL SERVICE COMMISSION****GROUNDS MAINTENANCE WORKER I****DEFINITION:**

Under general supervision, to perform routine grounds maintenance and custodial work at assigned park and recreation facilities; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Sweeps, scrubs, oils, and polishes floors;
- Dusts and polishes furniture, metal work, and wood work;
- Washes windows and walls;
- Cleans restrooms and replenishes custodial supplies;
- Cleans lighting fixtures and replaces bulbs;
- Cleans buildings and grounds by sweeping, vacuuming, and picking up paper and other trash;
- Operates power edgers, weed cutters, electric hedge shears, vacuum sweepers;
- Operates automatic and manual irrigation systems for watering lawns and other plantings;
- Edges lawns and shrub beds;
- Removes weeds by mechanical and manual means;
- Assists in planting and removing trees and shrubs;
- Assists in loading debris and brush into light pickup trucks;
- Lays out, conditions, and marks grounds for recreational events;
- Moves and arranges furniture and recreational equipment;
- Locks and unlocks gates, windows, and doors;
- Cleans swimming pools and maintains proper water levels;
- Performs routine servicing of equipment and tools used in work;
- May drive a light pickup truck;
- Provides routine information to the public.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No experience or education is required. Possession of a valid California Class C Driver's License.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.